

ADVERTISEMENT FOR APPOINTMENT OF DAY CARE TEACHER AND ATTENDANT FOR CRECHE

Ministry of External Affairs invites applications from trained day care teacher (female) and attendant (female) for appointment at the Crèche facility located at Jawaharlal Nehru Bhawan (JNB), New Delhi. The engagement would be on contractual basis, initially for a period of 6 months which can be extended for further period of 6 months on mutual agreement, on the basis of performance. The instructor would be required to fulfill his/her duties from 8:45 am to 6:00 pm on each working day. A total monthly remuneration shall be fixed @ Rs. 20,019/- (Rupees Twenty Thousand Nineteen only) to be paid to the teacher and @ Rs. 18,187/- (Rupees Eighteen Thousand One Hundred Eighty Seven only) to be paid to the attendant.

Total number of Post:

- 1 (One) for Creche Teacher (female).
- 2(Two) for Attendant/Helper (female).

Essential Qualification & Experience:

1. Day Care Teacher

- The minimum qualification of Crèche Worker/Day Care Teacher should be Class XII(intermediate).
- Applicant should have been trained in the last three years from approved training centers. A certificate to this effect may kindly be attached with the application form.
- Experience of providing services in Crèche.

2. Day Care Attendant

- The minimum qualification of Day Care Attendant should be Class X(Matriculation).
- Applicant with adequate training will be preferred.
- Experience of providing services in Crèche.

Age limit: Between 18(Eighteen) – 45(Forty Five) years at the time of application.

How to apply: Interested candidates may send in their applications in the attached format to Shri Amit, Welfare Officer, Ministry of External Affairs by email to: welfare@mea.gov.in latest by 31st July, 2022 (till 5:30pm). Any applications received after the last date will not be entertained. **Only female candidates can apply for these posts.**

Shortlisted candidates shall be invited for an interview.

Job Description:

Duties of Day Care Teacher

- Receiving the children in the Crèche along with food stuff and clothes etc. and noting it down on the parents register.
- To keep attendance register of the children..
- To arrange for the age appropriate and educational toys and books to stimulate the creative development in the children.
- Give proper attention towards the security and safety aspect and ensure that child is not handed over to strangers claiming to be a relative.
- To ensure timely meal and milk to kids.
- Other related duties.

Duties of Day Care Attendant

- Shall keep the crèche clean and well maintained.
- Help the children to ease themselves and attend to the nature's call and to clean them properly.
- Assist the children to change clothes, diapers, etc.
- To arrange stimulating activities for the children to develop children's social and sensory skills and to develop their creative abilities.
- Teaching good habits.
- Toilet shall be keep clean and hygienic.
- Any other assignment given by the crèche teacher.

Note: To ensure social distancing & sanitization of equipment.

Terms and Conditions:

Tenure: The contractual engagement will be initially for a period of 6 months and will be reviewed by the competent authority as decided. The contract can be terminated by giving one-month notice period by either of the party.

Income Tax: Deduction of Income Tax as applicable shall be made from Crèche Teacher's and Attendant's bills, if applicable to them. This deduction varies depending upon any change decided by an act of Law.

Other Allowances: No other allowances would be paid.

Leave: Attendance will be mandatory on each working day. No leaves will be admissible. In case of absence, payment will be deducted on pro-rata basis.

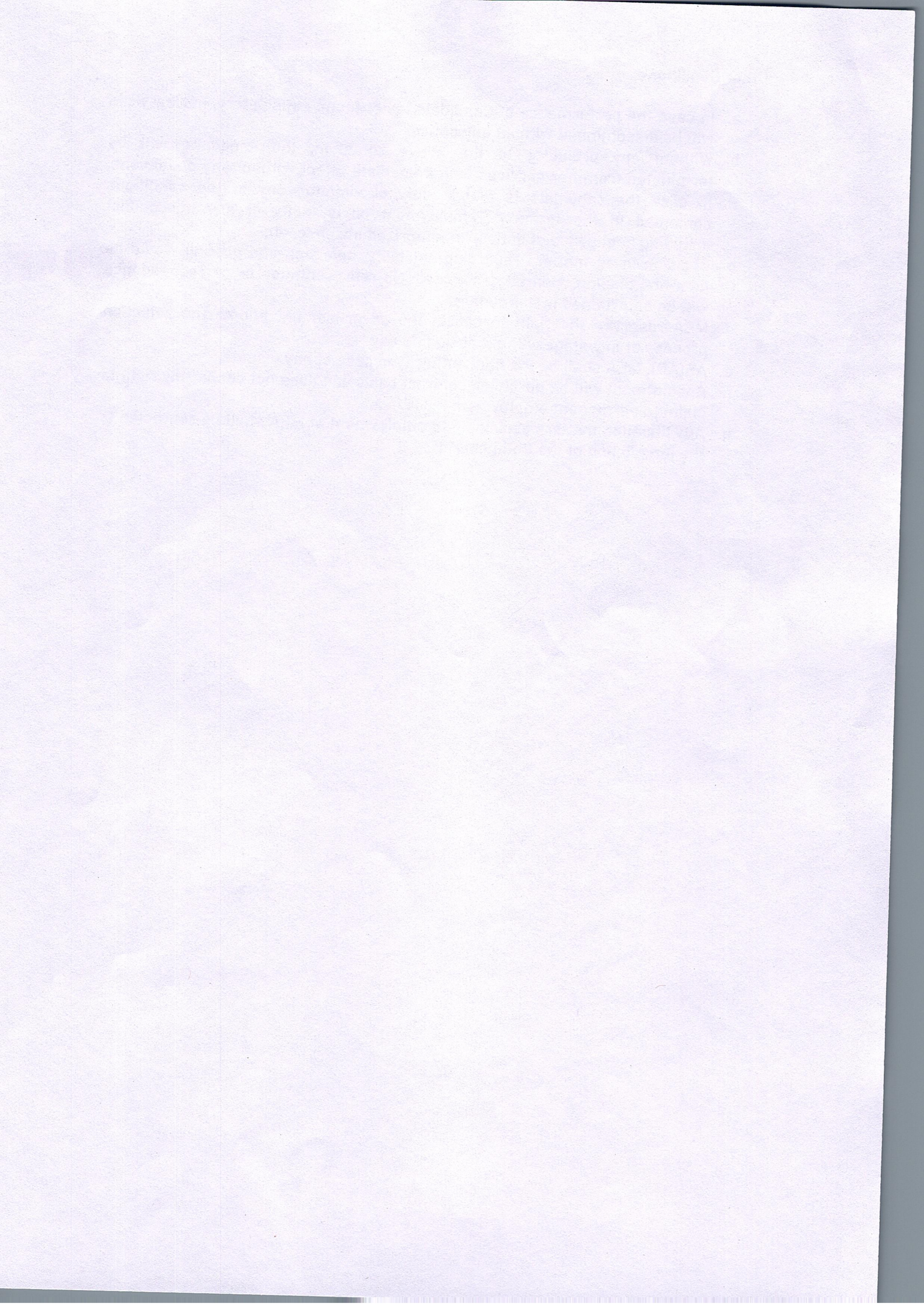
Confidentiality:

a) During the period of engagement with, employee would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by her during the period of her engagement to anyone who is not authorized to know.

b) The Selected personnel at no instance can represent or give opinion or advice to others in any matter, which is adverse to the interest of the Government.

Other Conditions:

- a. In case the performance of Candidate is not found satisfactory, her services will be discontinued without any notice.
- b. Without any prejudice to the above condition, the candidate will be terminated from her services with immediate effect without any obligations, in case the candidate is found guilty of violating any of the conditions contained in the terms of employment or is guilty of any misconduct including negligence of duties, unauthorized absence, etc.
- c. Decision in all matters regarding eligibility, selection and posting would be final and binding upon all candidates. No representation or correspondence will be entertained in this regard.
- d. MEA reserves the right to cancel the advertisement and/or the selection process at any stage without assigning any reason.
- e. AS(AD), MEA shall be the final authority in case of any dispute.
- f. Appointment will be purely on contract basis and does not confer any right to claim to permanent employment in MEA.
- g. Any litigation matters pertaining to employment at MEA shall be restricted to the jurisdiction of the Delhi courts.



**Application Form for the contractual appointment of Day Care Teacher/Attendant for Crèche facility
in Ministry of External Affairs**

Post: Day Care Teacher

Attendant

Name _____

Date of Birth & Age _____

Gender _____

Father Name _____

Mother Name _____

Correspondence Address _____

Permanent Address _____

Nationality _____

Contact Number(s) (1) _____ (2) _____

Email-ID _____

Educational qualification details:
(Minimum qualification for Day Care Teacher is 12th passed and for Attendant is 10th passed)

S.No.	Exam Passed	Year of Passing	Name of Board/University	Percentage /Grade	Subjects
1					
2					
3					
4					
5					

Experience details:

S.No.	Name of organisation	Post held	Period	Nature of job
1				
2				
3				
4				
5				

- Copy of all required documents should be attested by the gazetted officer and enclosed with this application form.
- **Declaration:** I declare that the above information and facts are true and correct in my knowledge and belief.

Place: _____

Date: _____

Signature of the applicant

