

**महिला एवं बाल विकास विभाग,
राष्ट्रीय राजधानी क्षेत्र :दिल्ली सरकार
1, केनिंग लेन, कस्तूरबा गांधी मार्ग, नई दिल्ली-110001.**

महिला एवं बाल विकास विभाग, बाल अनुरक्षण संस्थानों में रहने वाले छोटे बच्चों को 24 घण्टे मातृत्व देखभाल प्रदान करने हेतु पार्ट टाईम आधार पर प्रजित हाउस आंटी के 13 पदों को जोकि न्यूनतम पारिश्रमिक पर अनुबन्ध आधार पर भरे जाने हैं, के लिये योग्य उम्मीदवारों से आवेदन आमंत्रित करता है।

अभ्यर्थी को बच्चो के साथ संस्थान में ही रहना होगा जिसके लिये विभाग उन्हें मुफ्त रहने तथा खाने पीने की व्यवस्था प्रदान करेगा। अतः केवल ऐसे आवेदक आवेदन करें जो अन्य पारिवारिक बंधनों से मुक्त हों तथा संवासी बच्चों की मातृत्व देखभाल करना चाहते हों।

उपरोक्त पदों हेतु पात्रता मापदंड निम्न हैं :-

1. केवल निराश्रित/विधवा/गृहविहिन महिला जो कि 25-40 वर्ष की हो।
2. मान्यता प्राप्त बोर्ड की 12वीं या समकक्ष पास हो।
3. हिन्दी भाषा का ज्ञान अनिवार्य है तथा अंग्रेजी भाषा का ज्ञान रखने वालों को वरीयता दी जायेगी।
4. अभ्यर्थी को शारीरिक रूप से स्वस्थ होना चाहिए तथा कोई संक्रामक, मानसिक बीमारी या विकलांगता नहीं होनी चाहिए।

आवेदन प्रस्तुत करने की विधि/प्रक्रिया:-

इच्छुक आवेदक जो कि उपरोक्त योग्यताओं को पूरा करते हो, अपने आवेदन सम्बंधित दस्तावेजों के साथ उप-निदेशक(सी.पी.यू.) महिला एवं बाल विकास विभाग, राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार, 1, पं० रवि शंकर शुक्ला मार्ग, नई दिल्ली-110001 को प्रेषित करें, जो कि 15.10.2015 को सांय 5 बजे तक पहुँच जाने चाहिए। डाक द्वारा भेजे गए आवेदन पत्र यदि नियत समय/तिथि के बाद प्राप्त होंगे तो स्वीकार नहीं किए जाएंगे।

आवेदन प्रारूप:-

उपरोक्त पद हेतु आवेदन का प्रारूप अन्य वांछित सूचनाओं के साथ विभाग की वेब साइट www.wcdde.in के रिक्त पद लिंक पर उपलब्ध है।

आवेदन निर्धारित प्रपत्र में ही होना चाहिए, दस्तावेजों से रहित तथा अधुरे आवेदनों को सरसरी तौर पर निरस्त कर दिया जाएगा।

निदेशक (महिला एवं बाल विकास विभाग)

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF N.C.T. OF DELHI
1, CANNING LANE, KASTURBA GANDHI MARG, NEW DELHI-110001**

NOTICE FOR FILLING UP OF POSTS

Applications are invited for filling up of 13 posts of House Aunties in Child Care Institutions run by the Department of Women and Child Development on contract basis on minimum wages for providing round the clock motherly care to the inmates children's.

The incumbent engaged to the post is required to stay in the Home with the inmate children 24x7 hours for which free boarding and lodging is provided by the Department, as such only such candidates need to apply who are free from all encumbrances.

Eligibility norms for the engagement are as below:-

1. Only destitute/widow/homeless women of age group 25-40 years are eligible.
2. The candidates must have passed Sr. Secondary or equivalent examination.
3. Proficiency in Hindi is must , knowledge of English shall be desirable qualification for the posts
4. The incumbents must be free from any contagious diseases or major illness/disability,

Procedure for submission of application:

Interested candidates who fulfill the eligibility criteria may submit their applications with necessary documents to the Dy. Director (CPU), Deptt. of Women and Child Development , Govt. of NCT of Delhi, Canning Lane, New Delhi so as to reach latest by **15.10.2015** upto 05.00 PM. Applications received after due date even by Postal Dak shall not be entertained.

Application format: Application format with other details about the posts are available on the web portal of the Department **www.wcddel.in**. Application must be on the prescribed format. Incomplete applications without supporting documents shall be summarily rejected.

Director-WCD.

Nature of duties and responsibilities of House Aunties:-

- 1 . House Aunty shall stay in the Institution 24x7.
2. Be responsible for regular cleanliness and personal hygiene of the inmate children's and the kuttee/dormitory where the children reside.
3. Required to ensure proper upkeep and maintenance of inmates dormitories, their beds, linen, furniture and fixtures etc.
4. Required to ensure that school going children are in proper and clean dress and go to school with the school bag having requisite books and writing materials,
5. Required to accompany the inmates for medical checkup and O.P.D. referrals of sick inmates,
6. Required to Cook food and distribution of food including special diet of sick inmates,
7. Required to maintain accounts of the property, general clothing and bedding articles issued to the inmates from time to time,
8. Be responsible to maintain the T.V. games/ sports materials, toys and ensure and assist the inmates to participate in sports and cultural activities.
9. Required to prepare indents for general dietary and other articles required for the use of the inmates
10. Any other task as assigned by the Superintendent of Home from time to time.

APPLICATION FORMAT:-**AFFIX**
PHOTOGRAPH

Name	
Father's Name	
Husband's Name	
Present address	
Permanent Address	
Date of Birth (DD-MM-YYYY)	
Detail of educational qualifications starting from Secondary examination	
Experience if any	
Detail of family members/ dependent children's	
Financial Status, Present Monthly income with source of income, if any?	
Whether is an inmate's of Homes of Department? If yes Details thereof.	
Health Status	
Whether suffering from any contagious disease or mental illness	
Whether physically challenged	

Declaration:-

Certified that the information as furnished in the application is correct to the best of my knowledge and belief that

- * I am Married/Unmarried/Widow/Divorced/Destitute and there is no body to look after me and my children.
- * I or my children, who shall reside with me in the Kutee, are not suffering from any contagious disease/mental illness.
- * No court case or litigation is pending against me in the court of law.
- * On appointment, I shall not request for leaving the inmates/home.

Delhi/New Delhi**Signature of the candidates****Date:-**