

## **Public Notice**

**No. Palna/2025/2380**

**Dated 15/5/2025**

Applications are invited for the post of Creche Workers and Creche Helpers for Anganwadi-cum-Creches in Union Territory of Chandigarh. The applicant should be female and should be the resident of Chandigarh. The eligibility criteria is as under;-

| <b>Post</b>   | <b>Qualification</b>        | <b>Age</b>  | <b>Honorarium Per Month</b> |
|---------------|-----------------------------|-------------|-----------------------------|
| Creche Worker | Class XII<br>(intermediate) | 18-35 years | Rs. 8,500/-                 |
| Creche Helper | Class X<br>(matriculation)  |             | Rs. 4,650/-                 |

The applicants having qualification of 8<sup>th</sup> (middle pass) can also apply for the post of Creche Helper and their applications will be considered if suitable candidates with the 10<sup>th</sup> (matriculation) qualification are not found. Last date for submitting application by eligible candidates will be 10 days from the date of publication of Notice. The applications shall be addressed to Director Social Welfare, Women & Child Development, Chandigarh Administration, Chandigarh and shall be submitted at Bal Bhawan, Sector 23-B, Chandigarh. Incomplete applications and application received after the due date shall be rejected.

Application Format, Selection Criteria and Roles & Responsibilities are available on the website of Social Welfare Department, U.T., Chandigarh i.e. [chdsw.gov.in](http://chdsw.gov.in). Intimation of date of interview will be put on the above website and no separate intimation will be given. The reservation in selection will be as per the reservation policy.

### **Certificate to be closed;-**

1. Certificate of Educational Qualification & Experience.
2. Proof of Date of Birth.
3. Aadhar Card in proof of residence.
4. Certificate in support of reservation.
5. Certificate in support of any claim (s) in the application.

***All the documents being attached should be self attested.***

**Note :-** The Director Social Welfare, Women and Child Development reserves the right to increase/decrease the number of vacancies as per the requirement and also reserves the right to reject any or all applications received without assigning any reason.

## **Roles and Responsibilities**

### **1. Crèche Worker**

- i. Under supervision of Anganwadi worker Crèche worker should perform her duty.
- ii. To provide nurturing care to the children in the Crèche.
- iii. To maintain/monitor records of children's attendance and bring to the notice of parents and supervisor on any irregularity in attendance.
- iv. To liaise with Crèche committee, parents and community leaders and solicit their support and incorporate their suggestions and recommendations in the functioning of the Crèches.
- v. To create awareness about better child care in the community.

#### **a) Care and safety of children attending the Crèche**

- i. Provide proper arrangements for sleep and rest of children.
- ii. Ensure personal hygiene.
- iii. Inculcate proper toilet habits and toilet training.
- iv. Facilitate regular health check-ups and referrals in liaison with Asha/AWWs/ Primary Health Centre(PHC)/AWC
- v. Ensure that the food is hygienically and age appropriately cooked, stored/ preserved and fed to the children at appropriate intervals.
- vi. Follow all laid out safety procedures for taking/handing over the child and w.r.t. quality of toys and other materials given to the children.

#### **b) Health & Nutrition**

- i. Feed supplementary meals and snacks as per schedule to all Crèche children, Including extra diet to identified malnourished children.
- ii. Monitor appropriate growth of children on monthly basis with the help of supervisor and bring to the notice of the doctor about any issues.
- iii. Maintain growth monitoring and health records of children. Identify any specific ailments/ abnormalities in children and bring to the notice of supervisor.
- iv. Administer medicines prescribed by the visiting doctor and monitor improvement of children.

- v. To maintain first aid kits and ensure that expired medicines are not used.
- vi. To ensure that child etc. medicine on time, also attend to any minor injuries of the child, wherever required.

**c) Age-appropriate stimulation for all children**

- i. Plan, organize and carry out age-appropriate developmental activities as per schedule and create toys/TLM as per need.
- ii. Keep track of each child's developmental milestones.
- iii. Bring to the notice of supervisor, any child with special needs.
- iv. Interact closely and regularly with parents to discuss children's individual special care and support parents in their efforts to address them.
- v. To prepare low cost, environment friendly, culturally embedded, and developmentally appropriate play materials for children.
- vi. To ensure that toys and equipment /play materials are well stocked/available for children, routinely cleaned and properly maintained.

**d) Hygiene**

- i. Keep the crèche area clean and the Crèche table organized as per the systems.
- ii. Keep the children clean, change wet nappies regularly, wipe noses, etc.
- iii. Ensure the availability of adequate clean towels and handkerchiefs/ cloths for each child.
- iv. Follow systems for cleanliness before and after meals.
- v. Follow all other systems laid down by the management to ensure a clean environment for the children.
- vi. Ensure cleanliness in the area around the Crèche.

**e) Participation of parents in their child's growth/ learning/ hygiene, etc.**

- i. Interact with parents to understand the child's background and history. Motivate them for ensuring regular attendance.
- ii. Educate them on the importance of health, hygiene, education, etc. and update them on their child's progress in all aspects
- iii. Bring to their notice any problems related their child.

- iv. Interact closely and regularly with parents under the responsive parenting programme through parent group meetings, home visits and community events etc. to discuss children's individual needs and abilities, enhance knowledge of childcare and parenting skills of the parents and support parents in their efforts to address their children's issues as need be.

**f) Maintaining records and following systems**

- i. Prepare and submit to supervisor periodical assessment report of Crèche children
- ii. Adhere to quality standards as per Crèche guidelines- Safety, Health & Hygiene, Nutrition & Learning.
- iii. As team member of the center, carry out all the tasks assigned by the supervisor as per schedule-preparation of food, organizing for doctor's visit, etc.
- iv. To ensure availability of adequate ration at the center by informing the Crèche supervisor about the requirement of rations and other logistics, maintain inventory and proper storage and refer to the meal plan.
- v. To share responsibilities with Crèche helper for executing their day-to-day activities.
- vi. To report routinely to the Crèche supervisors and in case of emergency report immediately.
- vii. Coordination with District Administration for reporting.

**2. Crèche Helper:**

**a) Job description of Palna Helper**

- i. Palna helper would be responsible for providing assistance to the Crèche worker. She will work closely with the Crèche worker in conducting daily activities.
- ii. Helper must possess a passion for children and exercise patience with them.
- iii. Helper should have a friendly and positive attitude and greet parents.
- iv. Helper should call the children by their name and do not label any child.
- v. Helper should constantly monitor and supervise the children to ensure their safety.

**b) Ensuring safety of children**

- i. Supervise/observe children at the center constantly.
- ii. Alerting the Crèche worker in emergencies.
- iii. Support/ Assist Crèche worker in conducting play activities, indoor or outdoor/ playground activities.
- iv. To keep personal hygiene of every child and keep washrooms clean, help for toilet training.
- v. Follow all the safety protocols as per Crèche guidelines to ensure children's safety at any point of time.

**c) Health & Nutrition**

- i. To cook and serve food/ meals as per menu and provide extra diet to identified malnourished children in supervision of Crèche workers.
- ii. Assist Crèche workers in serving meals to children.
- iii. To assist Crèche workers while conducting growth monitoring of children on monthly basis; arrange equipment, health cards, record registers etc.
- iv. To ensure all preparations for doctor's visit and health check-ups.
- v. Provide support to Crèche workers so that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

**d) Assistance in conducting age appropriate stimulation activities**

- i. To keep and organize required material/ TLM for Crèche worker to carry out age appropriate developmental activities as per schedule and restore toys/TLM as per need.
- ii. Conduct simple activities with infants and toddlers, when required.
- iii. Support Crèche worker to keep track of each child's developmental milestones.
- iv. Assist Crèche worker in making low cost, culturally embedded environment friendly and developmentally appropriate play material for children.
- v. To keep all toys and equipment/ play materials clean on regularly as available for children, and properly maintained.

**e) Hygiene**

- i. To keep Crèche premises and surroundings clean. Maintain thorough cleanliness of the Crèche through daily sweeping, mopping and dusting and weekly sanitization of the play material and the Crèche premises (including pest control etc.).
- ii. Arrange water—drinking/storage, if required.
- iii. To keep the cleanliness of all children and change wet nappies regularly, wipe noses, etc.
- iv. To keep utensils, towels, bed sheets and handkerchiefs/ cloths etc. washed and clean after every day and wash mattresses/ durries on weekly basis.
- v. To keep cleanliness of the center before and after serving of every meal.
- vi. To keep and ensure a clean environment for the children.
- vii. To keep lavatories and toilet areas clean.

**f) Participation of parents in their child's growth/learning/hygiene, etc.**

- i. To bring children to the center and drop them back to home, if needed and motivate parents to send children on regular basis.
- ii. Assist Crèche worker in organizing parent group meetings, community events and conducting home visits.

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