

**Central Silk Board
(Ministry of Textiles- Govt. of India)
CSB Complex, BTM Layout, Madiwala
BENGALURU- 560068**

Advt. No: CSB/Estt./Creche/01/2025

Dated: 15.05.2025

Central Silk Board invites applications from trained Tutor (female) for contractual appointment at the Creche facility at Central Silk Board, BTM Layout, Madiwala, Bengaluru. The eligible candidates will be selected based on the following qualification and experience.

- Position : Tutor (female) for Creche facility
- No. of post : 01 (One)
- Qualification : Minimum 12th Pass
- Age Limit : Between 20-40 years as on the closing date of application
- Experience : i. Minimum 02 years experience of working in the Child Care Sector either in Professional setting or as volunteer. A certificate to this effect may kindly be attached with the application form.
- ii. Experience of working in Creche. A certificate to this effect may kindly be attached with the application form.
- Preference : i. Women holding a diploma in Child care or Nursing will be preferred.
- ii. Women living in nearby areas for easy accessibility and availability.
- Job Description : i. Receiving the children in the Creche along with food stuff and clothes, etc. and noting it down on the parents register.
- ii. To keep attendance register of the children.

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iii. To arrange for the age appropriate and educational toys and books to stimulate the creative development in the children.

iv. Give proper attention towards the security and safety aspect and ensure that child is not handed over to strangers claiming to be a relative.

v. To ensure timely meal and milk to kids.

vi. Other related duties.

Salary/

Remuneration : Rs.18,135/- per month

Job Location : Central Silk Board, BTM Layout, Madiwala, Bengaluru

Terms and Conditions:

Tenure: The contractual engagement will be initially for a period of 1 year 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 Creche Tutor, if applicable to. 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, 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.

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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 candidates 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) Central Silk Board reserves the right to cancel the advertisement and/or the selection process at any stage without any reason.
- (e) The Member Secretary, Central Silk Board 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 be a permanent employment in Central Silk Board.
- (g) Any litigation matters pertaining to employment at Central Silk Board shall be restricted to the jurisdiction of the Bengaluru courts only.

IMPORTANT POINTS

- i) Interested candidates may send their applications in the attached format by e-mail to estab2.csb@nic.in latest by **14.06.2025 till 6:00 pm**. Any applications received after the last date will not be entertained. **Only female candidates can apply for this post.**
- ii) Candidates are requested to produce original documents (with self-attested copies) and submit duly-filled-in application (Proforma available on CSB website) and complete bio-data at the time of the interview when invited.



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- iii) Applications will NOT be accepted by post/courier.
- iv) The engagement of Tutor (Female) for Creche facility is purely on **temporary/contractual basis**. Further claim for any post will not be entertained thereafter.
- v) No TA/DA will be paid for attending the interview.
- vi) The decision of the Member Secretary, Central Office, Central Silk Board, Bengaluru-560068 shall be final in all respects.

Note:

Prerequisites for hiring:-

- (i) Police Verification
- (ii) Character Certificate
- (iii) Medical Certificate

Sd/-

**Competent Authority
Central Silk Board**



Application Form for the contractual appointment of Tutor (Female)
for Creche facility at Central Silk Board

1. Full Name:
2. Date of Birth & Age:
3. Father's Name:
4. Mother's Name:
5. Nationality:
6. Address of Correspondence:

7. Permanent Address:

8. Contact No:
9. E-mail Address:
10. Academic Qualification*:

Affix Recent
Passport
Size
Photograph

(Minimum qualification for Tutor (Female) for Creche facility is 12th Passed)

Sl. No.	Exam Passed	Name of School/College/ University/Institute With city and state	Year of Passing	Subjects Studied	% of Marks Obtained	Class (Distinction/ Grade)
1						
2						
3						

Experience details :-

Sl. No.	Job Role	Organization/Institute & Place	Period	Nature of job
1				
2				
3				

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Place:

Signature:

Self- attested copies of relevant certificates to be enclosed

