

Apollo Security Chambers
3, MB Road, Main Market, Khanpur Extension, New Delhi-110062

Notice for engagement on various contractual positions in National Bal Bhavan

Applications from willing and eligible candidates are invited for engagement of the following contractual positions at National Bal Bhavan, Kotla Road, New Delhi-110002 and Jawahar Bal Bhavan-Mandi, Mandi Village, New Delhi. The eligibility criteria, age limit and consolidated monthly remunerations are as under:-

S. No.	Name of Post	No. of persons required	Fixed monthly remuneration	Eligibility criteria
1	Consultant (Finance & Accounts) Apply Now	01	Rs.38,500/-	Retired Central Govt./State Govt./Autonomous Body officer not below the rank of Account Officer having experience in Accounts matter related to Autonomous body with following educational qualification:- (i) Degree in Commerce from a recognized University (ii) Knowledge of Rules, Regulations & Procedures in the Central Govt./Autonomous bodies (iii) Proficiency in noting and drafting.
2	Consultant (Coordination & Research) Apply Now	01	Rs.38,500/-	(i) Post Graduate preferably MBA from recognized University (ii) Experience of coordinating with Government agency and working in organization for School children
3	Consultant (Programme) Apply Now	01	Rs.38,500/-	(i) Post Graduate degree in Humanities, Science or Education from a recognized University. (ii) Minimum 5 years experience of working with children and programme experience from a recognized Institution in the field of child psychology or enhancement of creativity amongst children.
4.	Office Assistant Apply Now	01	Rs. 28,750/-	(i) Graduate from recognized University (ii) Retired employee in the Pay Level-6 (GP Rs. 4200) from Central/ State Government/ PSU/ Autonomous Bodies (iii) Sufficient experience on dealing all Establishment matters (iv) Proficiency in noting and drafting

5.	Instructor (Art & Craft and Handicraft) Apply Now	01	Rs. 24,000/-	(i) Degree from recognized University (ii) Diploma in Art/ Craft (iii) Minimum 05 years experience in Art & Craft. (iv) Good knowledge of English and Hindi
6.	Artist (Percussion/ Tabla) Apply Now	01	Rs. 24,000/-	(i) Degree from recognized Board and Diploma in relevant discipline OR Sr. Secondary from recognized Board and degree in relevant discipline (ii) Minimum 05 years experience in relevant field in working with children (iii) Good knowledge of English and Hindi
7.	Artist (Kathak) Apply Now	01	Rs. 24,000/-	(i) Degree from recognized Board and Diploma in relevant discipline OR Sr. Secondary from recognized Board and degree in relevant discipline (ii) Minimum 05 years experience in relevant field in working with children (iii) Good knowledge of English and Hindi
8.	Instructor (Physical Education) Apply Now	01	Rs. 24,000/-	(i) Degree in Physical Education from recognized University (ii) Minimum 03 years experience in relevant field in working with children (iii) Good knowledge of English and Hindi
9.	Instructor (Aeromodelling) Apply Now	01	Rs. 24,000/-	(i) B.Sc. Degree from recognized University (ii) Minimum 03 years experience in relevant field in working with children (iii) Good knowledge of English and Hindi

10.	Instructor (Animal & Fish Corner) Apply Now	01	Rs. 24,000/-	(i) B.Sc. Degree from recognized University (ii) Minimum 03 years experience in relevant field in working with children (iii) Good knowledge of English and Hindi
11.	Instructor (Machine Modelling) Apply Now	01	Rs. 24,000/-	(i) B.Sc. Degree from recognized University (ii) Minimum 03 years experience in relevant field in working with children (iii) Good knowledge of English and Hindi
12.	Supervisor(Bal Bhavan Kendra) Apply Now	01	Rs. 24,000/-	(i). Degree from a recognized University and a Diploma in Fine Arts from a recognized Institution OR Senior Secondary from a recognized Board and a Degree in Fine Arts from a recognized Institution. (ii). Minimum 3 years experience of working with children. (iii). Good knowledge of English and Hindi

Terms & conditions: -

1. Candidate must submit their application along with the photocopy of certificate of their educational qualification and experience, etc. by post at the address- M/s. Apollo Security Chambers, 3, MB Road, Main Market, Khanpur Extension, New Delhi-110062 or at email ID-apollosecuritychambers@gmail.com within 15 days from issue of this notice.

2. The engagement shall be initially for 01 year which can be extended or curtailed as per the requirement and satisfactory performance.

3. The terms of engagement on contract basis shall be upto 65 years of age for all contractual posts but in case of consultant the same can be extended upto 70 years of age on year to year basis as per the requirement & satisfactory performance.

4. The upper age of the candidate shall not be more than 64 years as on closing date of receipt of application.

5. The location of the posts for Instructor(Art & Craft and Handicraft), Artist(Percussion/Table) and Instructor(Physical Education) shall be at Jawahar Bal Bhavan- Mandi, Mandi Village, New Delhi-110047 and for the post of Consultants, Assistant, Artist (Kathak), Instructor (Aeromodelling), Instructor (Animal & Fish Corner) and Instructor (Machine Modelling) shall be at National Bal Bhavan, Kotla Road, New Delhi-110002.

6. The normal office hours will be 09:00 A.M. to 05:30 P.M. from Wednesday to Sunday. The Monday & Tuesday will be weekly closed days. All Gazetted Holidays will be applicable to the contractual staff. In the exigencies of work, the contractual staff can also be called for duty on holidays and after normal office hours.

7. Staff to be engaged to contractual positions will be provided 08 days Casual Leaves and 02 days RH.

8. If the performance of any contractual staff shall not be found satisfactorily by the National Bal Bhavan, the same contractual staff shall be replaced by another one.

9. The contractual staff shall not divulge or disclose any information pertaining to National Bal Bhavan including operation process, security arrangement and administrative confidential and secret matter to any person/department. Such outsourced contractual person shall be liable for Police action as well as removal.

10. The contractual staff shall be prohibited of consumption of alcohol, smoking, chewing tobacco or any other prohibited substances. He/she shall be polite, cordial and obedient.