



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

NOTIFICATION

The 28th January, 2026

No. E-254717/446.- In the interest of public service, the Governor of Assam is pleased to issue the following Guidelines for selection of Crèche Worker and Crèche Helper under Palna Scheme and their duties and other service conditions. This notification shall come into force with effect from **1st April, 2026.**

Selection of Crèche Worker and Crèche Helper, their duties and other service conditions

1. Project Level Selection Committee:

For every Integrated Child Development Scheme (ICDS) Project, there shall be a Project Level Selection Committee for selection of Crèche Worker and Crèche Helper with the following members, namely:-

(i)	The District Social Welfare Officer	Chairperson
(ii)	The Child Development Project Officer	Member-Secretary
(iii)	A representative of the District Commissioner / Sixth Schedule Council	Member

2. Eligibility Criteria:

- (a) The candidate shall be a local woman residing in the same revenue village under the ICDS Project where the Anganwadi cum Crèche Centre is located. The residential proof

certificate shall be issued by respective Gaon Pradhan or President / Ward Member of the Gaon Panchayat concerned or the Mayor / Chairperson / Ward Commissioner of the Municipal Corporation / Municipal Board concerned. All such residential proof certificate must be verified by the Circle Supervisor of the area who will authenticate the certificates.

- (b) The age of the candidate shall be between 18 to 35 years as on 1st January of the year when the advertisement is issued. If the position of Crèche Worker falls vacant, the Crèche Helper of the same centre may apply, if otherwise eligible, for the position along with other applicants, but there shall be no restriction of upper age for the serving Crèche Helper of the same Anganwadi cum Crèche Centre. Automatic upgradation from Crèche Helper to Crèche Worker shall not be entertained.
- (c) For Crèche Worker, the candidate shall be Higher Secondary passed from the Assam Higher Secondary Education Council or the Assam State School Education Board or its equivalent from a Board / Council recognized by the Government of Assam.
- (d) For Crèche Helper, the candidate shall be High School Leaving Certificate passed from the Board of Secondary Education, Assam or the Assam State School Education Board or its equivalent from a Board / Council recognized by the Govt. of Assam.
- (e) For the Anganwadi cum Crèche Centres having substantial population of Scheduled Caste or Scheduled Tribe or Adivasi / Tea and Ex-Tea Garden Community, the position of Crèche Worker and/or Crèche Helper shall be reserved for the respective community, and the same shall be stated in the Advertisement while seeking applications.

3. **Ineligibility Conditions:**

The following category of persons shall not be eligible to participate in the selection process for Crèche Worker and Crèche Helper, namely: -

- (a) Persons having unsound mind;
- (b) Persons with poor health and/or suffering from communicable or chronic disease;
- (c) Persons involved in criminal cases;
- (d) Persons pursuing a regular course of studies in any school / college / university / institution etc;
- (e) Persons who did not join service as Crèche Worker or Crèche Helper after getting offer earlier, unless there was compelling circumstance;
- (f) Persons whose service as Crèche Worker or Crèche Helper had earlier been terminated;
- (g) Persons who moves out of the revenue village in which she applied for the position of Crèche Worker and Crèche Helper between submission of application and engagement as Crèche Worker / Crèche Helper, if selected.

4. **Selection Procedure:**

The following process shall be followed for selection of Crèche Worker and Crèche Helper:

- (a) On receipt of instructions for selection of Crèche Worker and Crèche Helper from the Directorate of Women and Child Development, Assam or if the need so arises, the CDPO of the ICDS Project shall publish Advertisement seeking applications with self-attested testimonials from interested eligible women. The Advertisement shall be

published in respective CDPO Office, Anganwadi Centres located in the revenue village, Revenue Circle Office, Police Station,

Gaon Panchayat Office (Municipal Office in case of urban area) and other local offices for wide publicity. The Advertisement shall mention name of the revenue village of the Anganwadi cum Crèche Centre, position for which application is being sought, community reservation status, and the last date for submission of application as per model Advertisement (Annexure-I), which may however, be amended as per local requirement.

- (b) The candidate shall apply in the prescribed model Application Form (Annexure- II) along with the required self-attested testimonials. Minor deviation, subject to the contents being substantially the same, may be accepted. The candidate shall indicate the name of the position applied for and the name of Anganwadi cum Crèche Center on the envelope cover.
- (c) The application shall be received in the office of the CDPO concerned on all working days during office hours till the last date of submission of application forms. The CDPO shall maintain record of receipt of such application forms.
- (d) After the last date of submission of application forms, the CDPO shall prepare a list of all applications received, along with list of documents and testimonials submitted and place the same before the Project Level Selection Committee after convening a meeting.
- (e) The Project Level Selection Committee shall thoroughly scrutinize all applications and testimonials received and reject those applications which are received from not eligible or ineligible candidates, or those who have not submitted critical information or critical documents required for the selection process.
- (f) Selection (i) for Crèche Worker shall be made strictly on the basis of percentage of overall marks secured in Higher Secondary or equivalent examination and (ii) for Crèche Helper shall be made strictly on the basis of percentage of overall marks secured in the High School Leaving Certificate or equivalent examination.
- (g) The decision of the Committee shall be recorded in the form of minutes to be signed by all the members on all the pages. The minutes shall be recorded separately for each Anganwadi cum Crèche Centre and separately for the position of Crèche Worker and Crèche Helper. The minutes shall record the list of rejected applications along with specific grounds of rejection. The minutes shall further record the list of eligible candidates arranging them in order of merit based on the percentage of overall marks obtained in the qualifying examination as applicable. In case of same percentage of overall marks obtained by multiple candidates, their names shall be arranged on the basis of age, older person taking precedence over younger person. The Committee shall specifically recommend the candidate obtaining highest percentage of overall marks, and in case of same highest percentage of overall marks by multiple candidates, the oldest of candidates amongst them.
- (h) Thereafter, the recommended candidate shall be asked by the CDPO to produce the original certificates/ testimonials for verification. Upon authentication, CDPO shall submit the proposal to the Director, Women and Child Development, Assam along with copy of the advertisement and copy of the minutes of the Selection Committee for approval.
- (i) On receipt of approval from the Director, the CDPO shall issue the engagement letter to the selected candidate as per model engagement letter (Annexure III).

- (j) The selected candidate must sign the undertaking part in the engagement letter accepting the terms and conditions and submit the Medical Certificate of Fitness as per Annexure-IV before her joining.
- (k) If the selected candidate does not sign the undertaking part in the engagement letter or does not join within the time frame prescribed or extended time formally approved by the CDPO, the offer of engagement shall stand cancelled for all purposes.

5. Conditions of Service:

- (a) The services of Crèche Worker and Crèche Helper shall be purely voluntary and temporary in nature.
- (b) The services can be terminated at any point of time based on these guidelines or other circumstances.
- (c) Unless terminated earlier, the services shall be valid only for the Financial Year for which engagement has been made or the service has been accepted, and there shall be no automatic right of extension of the voluntary services for any additional period.
- (d) If the services of the individual Crèche Worker or Crèche Helper are found to be satisfactory, the voluntary service may be considered for acceptance for the subsequent Financial Year by the competent authority.
- (e) Subject to satisfactory voluntary service, the Crèche Worker and the Crèche Helper shall be entitled to monthly honorarium as fixed by the Ministry of Women and Child Development, Government of India. They shall neither be entitled to nor shall they claim any other incentives or enhanced honorarium or any other amount for the services that they deliver or any terminal benefit of any sort.
- (f) The Crèche Worker and/or the Crèche Helper shall not be entitled to honorarium for days of unauthorized absence and for days when full services have not been rendered.

6. Removal or termination of voluntary service:

- (a) Any disruption in services at the Anganwadi cum Crèche shall be sufficient ground for termination of voluntary services of the Crèche Worker and/or Crèche Helper without any notice. The termination under such circumstances shall be initiated by the CDPO concerned and termination order shall be issued with the approval of the District Commissioner / Sixth Schedule Council concerned. On such termination, immediate steps shall be taken for selection of new Crèche Worker and / or Crèche Helper as per extant guidelines.
- (b) For unsatisfactory performance or misconduct or insubordination or involvement in criminal activity or indiscipline or willful negligence or willful unauthorized absence or any reason other than disruption in services at the Anganwadi cum Crèche, the voluntary services of the Crèche Worker and/or the Crèche Helper can be terminated by the CDPO concerned with the approval of the District Commissioner / Sixth Schedule Council concerned after providing her an opportunity to reply.
- (c) If a Crèche Worker or Crèche Helper moves out of the revenue village in which the Anganwadi cum Crèche Centre is located, her voluntary services shall be terminated by the CDPO concerned after affording her an opportunity to reply.

- (d) If a Crèche Worker or Crèche Helper acquires any of the of “Ineligibility Conditions” hereinabove, her voluntary services shall be terminated by the CDPO concerned after affording her an opportunity to reply.
- (e) The voluntary service of the Crèche Worker and Crèche Helper shall automatically stand terminated on 30th April of the year falling on or just after completion of 60 years of age of the person. (For example, if the DoB is on 01.05.2000, the service shall stand terminated on 30.04.2060; if the DoB is on 02.05.2000, the service shall stand terminated on 30.04.2061.)

7. Duties of Crèche Worker and Crèche Helper under Palna:

- (a) The Crèche Worker shall be overall in charge of the Anganwadi cum Crèche Centre. The Crèche Helper shall extend all necessary assistance to the Crèche Worker.
- (b) The Crèche Worker and Crèche Helper shall perform all duties as assigned by the Ministry of Women and Child Development, Govt. of India, Department of Women and Child Development, Govt. of Assam and any other authority.
- (c) The Crèche Worker and Crèche Helper shall ensure that the Anganwadi cum Crèche Centre are kept open and functional during the prescribed timings. For this, the Crèche Worker and Crèche Helper shall reach the Centre ahead of the opening time for cleaning and arranging the Centre.
- (d) If the Centre is co-located with Anganwadi Centre and/or School, the Crèche Worker and Crèche Helper shall work as a team and in a coordinated manner with the Anganwadi Worker, Anganwadi Helper and teachers of the School, as the case may be.
- (e) The Crèche Worker and Crèche Helper will take care of the children at the Centre including their safety, nutrition, health, play, rest, sleep, hygiene, toilet training, cognitive development etc.
- (f) The Crèche Worker and Crèche Helper shall maintain all records properly including attendance, accounts, health check-ups, parent / guardian meetings etc.

8. Removal of Difficulties:

If any difficulty arises in giving effect to the provisions of these Guidelines, the State Government may, by general or special order, do anything which appears to it to be necessary or expedient for the purpose of removing the difficulty.

Further, if any question arises as to the interpretation of these provisions, the decision of the State Government shall be final.

MADHU SUDAN NATH,
Secretary to the Government of Assam,
Women and Child Development Department.

Annexure – I

(Model Advertisement for Crèche Worker and/or Crèche Helper)
NOTICE SEEKING APPLICATION FOR CRECHE WORKER/CRECHE HELPER

No. Dated

Applications are hereby invited from women candidates for rendering voluntary services as Crèche Worker / Crèche Helper under Palna Scheme for Anganwadi cum Crèche Centre under.....ICDS project as per details below.

Monthly honorarium admissible upon satisfactory service for Crèche Worker is Rs. 5,500/- only and for Crèche Helper is Rs.3,000/- only.

Eligible, interested and willing candidates may apply in prescribed application form along with required self-attested testimonials.

List of Anganwadi cum Crèche Centre and positions for which applications are sought:

Sl.No.	Name of the Anganwadi cum Crèche Centre	Position for which application is sought (either Crèche Worker or Crèche Helper)	Name of the Revenue Village where the Centre is located	Reservation status (either of SC or ST or Adivasi / Tea & Ex-Tea Garden Community or Open)
1	2	3	4	5

Eligibility criteria:

- The candidate must be a local woman residing in the revenue village as specified in the table above against the Anganwadi cum Crèche Centre.
- Age of the candidate shall be between 18 to 35 years as on 1st January of the current calendar year. However, there shall be no restriction of upper age for a serving Crèche Helper of the same Anganwadi cum Crèche Centre applying for the position of Crèche Worker.
- For Crèche Worker, the candidate shall be Higher Secondary passed from the Assam State School Education Board/ Assam Higher Secondary Education Council or its equivalent from a Board / Council recognized by the Govt. of Assam. For Crèche Helper, the candidate shall be High School Leaving Certificate passed from the Assam State School Education Board/ Board of Secondary Education, Assam or its equivalent from a Board /Council recognized by the Govt. of Assam.
- Candidate belonging only to the community as specified in the Reservation status column in the above table can apply for the respective Anganwadi cum Crèche Centre.

The following person shall not be eligible to apply: -

- (a) Persons having unsound mind.
- (b) Persons of poor health and/or suffering from communicable or chronic disease.
- (c) Persons involved in criminal cases.
- (d) Persons pursuing a regular course of studies in any school / college / university / institutions etc.
- (e) A person who did not join the service as Crèche Worker or Crèche Helper after getting an offer of appointment earlier.
- (f) A person whose service as Crèche Worker or Crèche Helper has earlier been terminated.
- (g) A person who moves out of the revenue village from which she applied.

The following self-attested documents/testimonials shall be submitted with the application form (Candidates shall have to produce original certificates/testimonials when asked for):

- (a) Passport size photograph.
- (b) Identity proof having photograph (Aadhaar / PAN / other Government ID).
- (c) Date of Birth / Age Proof (Birth Certificate / HSLC Admit Card).
- (d) The residential proof certificate to be issued by respective Gaon Pradhan or President / Ward Member of the Gaon Panchayat concerned or the Mayor / Chairperson / Ward Commissioner of the Municipal Corporation / Municipal Board concerned.
- (e) Caste Certificate, if applicable.
- (f) Marks sheet of the qualifying examination as applicable.

The prescribed application form may be collected from the Office of the undersigned. Filled up application forms must be submitted in the office of the undersigned during office hours on all working days up to.....(date).
Incomplete applications shall be summarily rejected.

CDPO,.....ICDS Project

.....District

Annexure – II

(Model Application form)

To:

The CDPO,.....ICDS Project,

.....District

With reference to the Notice No. dated, I wish to apply for the following position under Palna Scheme:

1.	Name of the Candidate	
2.	Name of Father / Husband of the Candidate	
3.	Address of the Candidate	
4.	Revenue Village of Residence	
5.	Date of Birth	
6.	Caste of the candidate (SC or ST or Adivasi / Tea & Ex-Tea Garden Community or Open)	
7.	Name of Anganwadi cum Crèche Centre for which application is being submitted	
8.	Name of the position for which application is being submitted (Crèche Worker / Crèche Helper)	

I am enclosing the following self-attested documents/testimonials (Put tick marks as applicable):

(a)	Passport size photograph	
(b)	Identity proof having photograph (Aadhaar/ PAN/ other Government ID)	
(c)	Date of Birth (Birth Certificate / HSLC Admit Card)	
(d)	The residential proof certificate	
(e)	Caste Certificate, if applicable	
(f)	Marks sheet of the qualifying examination as applicable	

This is to certify that I am eligible in all respects and I do not fall under any of the ineligibility conditions associated with the position. Further, I shall follow all instructions and guidelines of the Women and Child Development Department if selected for the position.

(Signature of the Candidate)

Date:

Annexure - III**(Model Engagement Letter)**

No.

Dated

To

Smti

W/O - D/O..... Address.....

Sub: Voluntary Services as Crèche Worker / Crèche Helper

Ref: Director WCD, Assam approval letter no.....dated.....

You have been selected to render voluntary service for the following position under Palna Scheme for the current Financial Year only:

Position (Crèche Worker / Crèche Helper):

Name of Anganwadi cum Crèche Centre:

On joining the voluntary service, you shall have to deliver required service, maintain proper discipline and abide by the extant instructions and guidelines of the Women and Child Development Department, Govt. of Assam.

Your monthly honorarium admissible upon satisfactory service shall be Rs 5,500/- as Crèche Worker / Rs 3,000/- for Crèche Helper (strike off whichever is inapplicable).

Subject to satisfactory performance and applicable instructions and guidelines, the voluntary services may be considered for renewal annually by the competent authority.

If you are willing to render the said Voluntary Services by strictly following the above conditions and scheme guidelines, you may accept the offer by signing this letter at the place provided for, along with a joining letter within 15 (fifteen) days of receiving this offer letter.

The voluntary service may be terminated at any time as per extant instructions and guidelines in this regard.

CDPO,.....ICDS Project.

I accept the voluntary service under the terms and conditions as mentioned above. I also undertake to maintain proper discipline and abide by the extant instructions and guidelines of the Women and Child Development Department, Govt. of Assam. For any violation or failure on my part, my services shall be liable to be terminated at any time.

(Signature of the Person)

Date:

Annexure - IV

(Model Medical Certificate)

MEDICAL CERTIFICATE OF FITNESS

I have examined Ms./ Smt....., Daughter of Shri.....aged.....years, of Village: P.O.....P.S..... Dist. PIN and certify that she is free from deafness, defective vision (including colour vision) or any other infirmity, mental or physical, likely to interfere with the efficiency of her work and found her to possess good health.

This certificate is being given to her for the purpose of

Signature of Candidate

(To be signed in presence of the Medical Officer)

Signature of Medical Officer:
 Name of Medical Officer: Dr.
 Registration No.

Dated:

Seal

Note: Medical certificate granted by a qualified Government medical practitioner holding at least M.B.B.S. Degree shall only be valid. The date of issue of the medical certificate should be within one month from the date of joining.