



M. A. I. D. S.  
Govt. of NCT of Delhi

Contact No. 011-23233884, 23235211,  
Ext. No. 1155, 1156

## Maulana Azad Institute of Dental Sciences

“M.A.I.D.S. Complex, B.S. Zafar Marg, New Delhi – 110002”

### **NOTICE**

Recruitment on “**Short Term Contract Basis**” for the Post of  
“**Data Entry Operator**” Under National Resource Centre for Oral Health and Tobacco  
Cessation in MAIDS

**National Resource Centre (NRC) for Oral Health and Tobacco Cessation** is recognized as a single point contact for assistance in developing, implementing and advancing the scope of dental health professionals in tobacco cessation for addressing patient care, research and capacity building along with integration in dental education. The NRC is a short term project currently for duration of two years and funded by Ministry of Health and Family welfare, Government of India.

Applications are invited for the following posts to be filled on “**Short Term Contract Basis**” under National Resource Centre for Oral Health and Tobacco Cessation at Maulana Azad Institute of Dental Sciences, New Delhi from the Eligible candidates.

S.NO.	NAME OF POST	NO. OF VACANCIES	APPLICATION FEES
1.	Data Entry Operator	01 post	Rs. 200/-

<b>Opening Date for Applications for the Post of Data Entry Operator</b>	<b>08-07-2021</b>
<b>Closing Date for Applications for the Post of Data Entry Operator</b>	<b>19-07-2021</b>

**Note:**

- Application fees should be paid in the form of **NEFT/ RTGS** mode. (Details enclosed below)
- Complete application in the prescribed format along with the **RELEVANT SELF ATTESTED SCANNED DOCUMENTS ONLY IN PDF FORMAT** should be mailed to [nrc.tccmaids@gmail.com](mailto:nrc.tccmaids@gmail.com)

Director-Principal  
MAIDS

## **ELIGIBILITY CRITERIA**

### **1. DATA ENTRY OPERATOR:-**

<b>Essential Qualification/Requirement</b>	<ul style="list-style-type: none"><li>• Graduate Degree in any Field</li><li>• Basic knowledge of computer and computer based applications.</li><li>• Typing Speed of 35 words per minute in English on computer.</li><li>• Two year Experience of working in Government Office/Programs or a reputed Institution.</li></ul>
<b>Desirable Qualification/Requirement</b>	<ul style="list-style-type: none"><li>• Knowledge of MS OFFICE</li></ul>
<b>Age Limit</b>	<ul style="list-style-type: none"><li>• Up to 30 Years</li></ul>
<b>Remuneration</b>	<ul style="list-style-type: none"><li>• Consolidated Rs. 18,000/- Per month</li></ul>

### **TERMS AND CONDITIONS AND INSTRUCTIONS**

<b>Fees</b>	<p>Application fees of Rs. 200/- ( two hundred only ) should be paid in the form of “<b><u>NEFT/RTGS</u></b>” to the following Bank Details :</p> <ul style="list-style-type: none"><li>• <b>BANK NAME : CANARA BANK</b></li><li>• <b>BRANCH ADDRESS: MAMCCAMPUS, NEW DELHI- 110002</b></li><li>• <b>ACCOUNT NAME : NRC ORAL HEALTH TC</b></li><li>• <b>ACCOUNT NO: 90682010138404</b></li><li>• <b>IFSC CODE: CNRB0019068</b></li><li>• <b>MICR CODE: 110015415</b></li></ul>
<b>Mode of Selection</b>	<p>The Candidates will be shortlisted after scrutiny of documents as per eligibility criteria. The short listed candidates will be called for <b>Typing test</b> followed by Interview. <b>Candidates three times the number of vacancies will be called for the interview.</b></p>
<b>How to Apply</b>	<p>The application form should</p> <ol style="list-style-type: none"><li>1. Completed application form in the prescribed format along with the <b><u>RELEVANT SELF ATTESTED SCANNED DOCUMENTS ONLY IN SINGLE PDF FILE should be mailed to <a href="mailto:nrc.tccmaids@gmail.com">nrc.tccmaids@gmail.com</a> .</u></b></li><li>2. <b>NEFT/RTGS Details should be clearly mentioned in the application form.</b></li></ol> <p>The application form is available on the website <b><a href="http://www.maids.ac.in">www.maids.ac.in</a></b>. The applicants must fill in the prescribed form only available on the institute website.</p>
<b>Documents to be attached with the Application form</b>	<p>Self attested copies of certificates in support of Age, Experience, and Other Qualifications (<b>Technical/Professional</b>) if any.</p>

- The posts are for the project “**National Resource Centre for Oral Health and Tobacco Cessation**” and the Grant-in-aid is to be provided by Ministry of health and Family Welfare, Govt. Of India for a **short term basis**. These posts are purely on contract basis. The incumbent will also have no right for the regular appointment.
- **Duration of Contract is ONLY for ONE YEAR**. It may be extended based on performance and other relevant criteria for a maximum of Two years.
- Age and experience will be reckoned w.r.t. the last date of closure of applications.

- Applications lacking complete information as per the proforma or failure in submission of copies of relevant documents will be liable to be rejected without any communication.
- The Competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notices etc.
- Competent Authority will **scrutinize the applications and only Candidates as per eligibility criteria** shall be called for further evaluation as “**Call for Typing Test followed by Interview**” shall be displayed on the Institutional Website ([www.maids.ac.in](http://www.maids.ac.in)). **Kindly follow the Institutional Website for further updates and information.**
- No TA/DA or other allowances will be paid to the candidate for interview/screening test or for joining the post.
- The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard in any circumstances.
- **A list of Selected Candidates as well as Wait list candidates shall be displayed on the Institutional Website i.e. [www.maids.ac.in](http://www.maids.ac.in).**
- In case of any query kindly contact **Dr.Komal Balwani-8130097749** between 02.00 to 04.00 pm only from Monday to Friday.
- No email communications shall be entertained in this regard.
- Kindly follow the COVID-19 Protocols.

**Kindly follow the Institutional Website for further updates and information.**  
**([www.maids.ac.in](http://www.maids.ac.in))**

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Affix Recent  
Passport Size  
Photograph



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23235211, Ext. No. 1155,  
1156

Govt. of NCT of Delhi

## Maulana Azad Institute of Dental Sciences

“M.A.I.D.S. Complex, B.S. Zafar Marg, New Delhi – 110002”

Recruitment on **Short Term Contract Basis** under National  
Resource Centre for Oral Health and Tobacco Cessation  
**APPLIED FOR THE POST OF “DATA ENTRY OPERATOR”**

Name : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
D.O.B. : \_\_\_\_\_  
Age as on 10-03-2021 : \_\_\_\_\_  
Contact No. : Mob. No. \_\_\_\_\_ Res. No. \_\_\_\_\_  
Email-id : \_\_\_\_\_  
Permanent Address : \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

### Qualifications (Technical/Professional):

S. No.	Academic Qualification	Name of the Institution	University	Course duration	Division/ Grade % of Marks

**Experience:**

From (MM/YY)	To (MM/YY)	Organization	Designation	Responsibilities (Min. 30 and Max. 50 Words)

Total Experience (in years): \_\_\_\_\_

**Typing Speed in English in Computer (Only for Data Entry Operator) \_\_\_\_\_ Words/per minute**

Training/ Short Courses Attended:

Any other information : \_\_\_\_\_

**Details for Online Transfer of Application processing fees of Rs.**

**BANK NAME: CANARA BANK**

**BRANCH ADDRESS: MAMC CAMPUS, NEW DELHI-110002**

**ACCOUNT NAME: NRC ORAL HEALTH TC**

**ACCOUNT NO: 90682010138404**

**IFSC CODE: CNRB0019068**

**MICR CODE: 110015415**

**DETAILS OF ONLINE TRANSFER OF APPLICATION PROCESSING FEES**

**NEFT/RTGS UTR No: \_\_\_\_\_**

**Date of Transaction: \_\_\_\_\_**

**Bank from where transaction is made: \_\_\_\_\_**

**Place: \_\_\_\_\_**

**ENCLOSURES: (As per the Official Notification on the Institutional Website)**

Signature: \_\_\_\_\_

**U N D E R T A K I N G**

I \_\_\_\_\_ hereby declare that above-mentioned particulars are true to the best of my knowledge and belief. Should at any point of time the information furnished is/are found incorrect then my candidature is liable to be cancelled even after the selection.

Date:

Signature: \_\_\_\_\_