



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

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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 various Posts
Under National Resource Centre for Oral Health and Tobacco Cessation in MAIDS

Opening date of receipt of Applications: 03/11/2021

Closing date of receipt of Applications: 14/11/2021 (Up to 04:00pm)

National Resource Centre 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 THE POST	NO. OF VACANCY	APPLICATION FEES
1.	Technical Assistant	01 post	Rs. 300/-
2.	Data Entry Operator	01 post	Rs. 200/-

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


Director-Principal
MAIDS

ELIGIBILITY CRITERIA

1. TECHNICAL ASSISTANT (INFORMATION TECHNOLOGY):-

Essential Qualification/Requirement	<ul style="list-style-type: none">• Graduate Degree in any Field• Two-year Experience of working in Government Office/Programs or a reputed Institution.
Desirable Qualification/Requirement	<ul style="list-style-type: none">• Bachelor of Computer Applications (BCA)• Experience in conducting Webinars/ Video Conference sessions• Basic knowledge of computer and computer-based applications.
Age Limit	<ul style="list-style-type: none">• Up to 35 Years
Remuneration	<ul style="list-style-type: none">• Consolidated Rs. 31,000/- Per month

2. DATA ENTRY OPERATOR:-

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

TERMS AND CONDITIONS AND INSTRUCTIONS

Fees	<p>Application fees of Rs. 300/- (Three hundred only) for Technical Assistant and Rs 200/- (Two hundred) for Data Entry Operator should be paid in the form of “<u>NEFT/RTGS</u>” to the following Bank Details :</p> <ul style="list-style-type: none">• BANK NAME : CANARA BANK• BRANCHADDRESS:MAMCCAMPUS,NEWDELHI-110002• ACCOUNT NAME : NRC ORAL HEALTH TC• ACCOUNT NO: 90682010138404• IFSC CODE: CNRB0019068• MICR CODE: 110015415
Mode of Selection	<p>The Candidates will be shortlisted after scrutiny of documents as per eligibility criteria. The short listed candidates will be called for Written Examination for “Technical Assistant” and Typing test for “Data Entry Operator” followed by Interview. Candidates three times the number of vacancy will be called for the interview.</p>
How to Apply	<p>The application form should</p> <ol style="list-style-type: none">1. Completed application form in the prescribed format along with the <u>RELEVANT SELF ATTESTED SCANNED DOCUMENTS ONLY IN SINGLE PDF FILE should be mailed to nrc.tccmaids@gmail.com .</u>2. NEFT/RTGS Details should be clearly mentioned in the application form. <p>The application form is available on the website www.maids.ac.in. The applicants must fill in the prescribed form only available on the institute website. “The post applied for should be marked clearly on top of the application form.”</p>
Documents to be attached with the Application form	<p>Self attested copies of certificates in support of Age, Experience, and Other Qualifications (Technical/Professional) 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 application.
- 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. **Kindly follow the Institutional Website for further updates and information.** (www.maids.ac.in.)
- 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.**
- 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)
