



Contact No. 011-23233884, 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"

NOTICE

Recruitment on **Short Term Contract Basis** under National Resource Centre for Oral Health and Tobacco Cessation

Opening Date of receipt of applications : **15th December, 2023**

Closing date of receipt of applications : **30th December, 2023**

National Resource Centre for Oral Health and Tobacco Cessation (NRC-OH-TC) 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.

Applications are invited for the following post 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	METHOD OF SELECTION
1.	Data Entry Operator	01 post	The Candidates will be shortlisted after scrutiny of documents as per eligibility criteria. The short listed candidates will be called for Typing Test followed by Interview. Candidates three times the number of vacancies will be called for the interview.

Note:

- Completed application in the prescribed format along with the self-attested documents must reach on or before **30-12-2023** up to 4:00 PM directly by hand or by Indian Post only.
- List of eligible and non- eligible along with date of written examination shall be displayed on Official website www.maids.delhi.gov.in


Director-Principal
MAIDS

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ELIGIBILITY CRITERIA

S. No.	Name of the post	Consolidated Contractual Remuneration per month	Essential Qualification	Desirable	Age Limit
1.	Data Entry Operator	Rs. 22,146/- per month	1. Graduate Degree in any Field. 2. Basic Knowledge of computer and computer based applications. 3. Typing Speed of 35 words per minute in English on Computer. 4. Two years experience of working in Government Office/Programs or a reputed Institution.	1. Basic knowledge of computers (MS Office) and Computer based applications	Up to 30 years

ENCLOSURES:

1. Self-attested-Graduate/ Post Graduate degree, Other Qualifications Marks Cards and Degree Certificates
2. Self-attested Work Experience and Certificates
3. Self-attested Age Proof- any Government approved document (Like as Voter ID Card, Aadhar Card Etc.)
4. Self-attested Any other Additional Qualifications

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INSTRUCTIONS:

- The post is for the project “**National Resource Centre for Oral Health and Tobacco Cessation**” and the Ministry of health and Family Welfare, Govt. Of India is to provide the Grant-in-Aid for the project for a **short term contract basis**. This post is temporary and not likely to be extended. 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.
- **Completed Application Forms** along with necessary documents should reach **Maulana Azad Institute of Dental Sciences, New Delhi Room No: 116, 1st Floor, M.A.I.D.S. Complex, B.S. Zafar Marg, New Delhi – 110002 by 04.00 pm on 30-12-2023.**
- Age and experience will be counted till the last date of closure of applications.
- The post applied for should be marked clearly on top of the application form.
- Applications lacking complete information as per the Performa 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 short listed Candidates** shall be called for further evaluation as “**Call for Typing Test and/or Interview**” shall be displayed on the Institutional Website (www.maids.delhi.gov.in)
- No travelling or other allowances will be paid to the candidate for interview 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.
- **A list of Selected Candidates as well as Wait list candidates shall be displayed on the Institutional Website** (www.maids.delhi.gov.in).
- In case of any query kindly email at nrc.tccmaids@gmail.com or contact Dr. Romshi Raina - (Ph. No.-9419796679) between 09.00 A.M. to 03.00 P.M. only from Monday to Friday.

**“The institute will not be responsible for any postal delay on the part of any delivery agency “
Kindly follow the Institutional Website for further updates and information
(www.maids.delhi.gov.in)**

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M. A. I. D. S.

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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 : _____
 Age as on : _____
 Category : _____
 Contact No. : Mob. No. _____ Res. No. _____
 Email-id : _____
 Permanent Address : _____

Duly affix
Photograph

Correspondence Address: _____

Qualifications :

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)

Training/ Short Courses Attended : _____

Any other information : _____

ENCLOSURES

1. Self-attested Graduate Degree, Other Qualifications Marks Cards and Degree Certificates
2. Self-attested Work Experience Certificates
3. Self-attested Age Proof-any Government approved document (Like as Voter ID Card, Aadhar Card Etc.)
4. Any other Additional Qualifications

Signature: _____

Name: _____

UNDERTAKING

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. The Institutions from where I have passed above mentioned degree course, is recognized by Government Agencies.

Dated: _____

Signature: _____

Name: _____