



Govt. of NCT of Delhi

## MAULANA AZAD INSTITUTE OF DENTAL SCIENCES

MAMC COMPLEX, B.S.Z. 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: 23<sup>rd</sup> January 2026**

**Closing date of receipt of applications: 9<sup>th</sup> February 2026**


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.	Project Technical Support- III (Accounts)	01	The Candidates will be shortlisted after scrutiny of documents as per eligibility criteria. The shortlisted candidates will be called for Skill Test followed by Interview. Candidates three times the number of vacancies will be called for the interview.
2.	Multi-Tasking Staff	01	The Candidates will be shortlisted after scrutiny of documents as per eligibility criteria. The shortlisted candidates will be called for Interview.

#### Note:

Completed application in the prescribed format along with the self-attested documents must reach on or before 9<sup>th</sup> February 2026 up to 4:00 PM directly by hand or by Indian Post only.

List of eligible and non- eligible candidates along with date of skill test shall be displayed on Official website [www.maids.delhi.gov.in](http://www.maids.delhi.gov.in).

  
Dr. Vikrant Mohanty  
Principal Coordinator & Project Head  
National Resource Centre for Oral Health  
and Tobacco Cessation, MAIDS  
Maulana Azad Institute of Dental Sciences  
New Delhi, NCT of Delhi

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ELIGIBILITY CRITERIA

S. No.	Name of Post	Consolidated Contractual Remuneration per Month	Essential Qualification	Desirable Qualification	Age Limit
1.	Project Technical Support- III (Accounts)	Rs. 36,400/- per month	B. Com from a recognized University/College along with 3 Years experience or M.com	Experience in accounting, budgeting etc. and computer skills (MS Word/Excel/ PowerPoint/Tally)	35 Years
2.	Multi-Tasking Staff	Rs. 26,800/- per month	Matriculation or equivalent pass.	Intermediate or Experience in basic computer application	18-27 Years

**ENCLOSURES:**

1. Self-attested relevant educational degree, Other Qualifications Marks Cards and Degree Certificates.
2. Self-attested Work Experience and Certificates.
3. Self-attested Age Proof- any Government approved document (10<sup>th</sup> Marksheet Etc.).
4. Self-attested Any other Additional Qualifications.

- The posts are 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**. These posts are temporary and are likely to be extended. The incumbent will also have no right for the regular appointment.
- **Duration of Contract is ONLY up to 31<sup>st</sup> March 2026**. It may be extended based on performance and other relevant criteria for a duration of Maximum One Year.
- Completed Application Forms along with necessary documents should reach **Room No: 501, 5th Floor Phase-II, Maulana Azad Institute of Dental Sciences, New Delhi, M.A.M.C Complex. B.S. Zafar Marg New Delhi -110002 by 04.00 pm on or before 09-02-2026**
- 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 Skill Test and/or Interview**" shall be displayed on the Institutional Website ([www.maids.delhi.gov.in](http://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](http://www.maids.delhi.gov.in))**
- In case of any query kindly email at [nrcohtcevents@gmail.com](mailto:nrcohtcevents@gmail.com) or contact Dr. Deepankar Pant (Ph. No.- 9654467116) 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 regularly  
([www.maids.delhi.gov.in](http://www.maids.delhi.gov.in))

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M. A. I. D. S.

Contact No. 011-23233884, 23235211,

Govt. of NCT of Delhi Ext. No. 1155, 1156

## 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 "Project Technical Support-III (Accounts)"

Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

D.O.B. : \_\_\_\_\_

Age as on : \_\_\_\_\_

Contact No. : Mob. No. \_\_\_\_\_ Res. No. \_\_\_\_\_

Email-ID : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

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

Affix Recent  
Passport Size  
Photograph

### Qualifications (Professional/Technical):

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

**Experience:**

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

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

Awards and Achievements : \_\_\_\_\_

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

**Enclosures:**

1. Self-attested 10<sup>th</sup> Mark sheet, 12<sup>th</sup> Mark sheet, B.Com Graduate Degree and Other Qualifications (Tally Certificate)
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: \_\_\_\_\_

Full 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.

Dated: \_\_\_\_\_

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

Full Name: \_\_\_\_\_

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M. A. I. D. S.

Contact No. 011-23233884, 23235211,

Govt. of NCT of Delhi Ext. No. 1155, 1156

# 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 "Multi Tasking Staff"

Name : \_\_\_\_\_  
 Father's Name : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Age as on : \_\_\_\_\_  
 Contact No. : Mob. No. \_\_\_\_\_ Res. No. \_\_\_\_\_  
 Email-ID : \_\_\_\_\_  
 Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_

Affix Recent  
Passport Size  
Photograph

Qualifications (**Professional/Technical**):

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

**Experience:**

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

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

Awards and Achievements : \_\_\_\_\_

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

**Enclosures:**

1. Self-attested 10<sup>th</sup> Mark sheet, 12<sup>th</sup> Mark sheet and Other Qualifications
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: \_\_\_\_\_

Full 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.

Dated: \_\_\_\_\_

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

Full Name: \_\_\_\_\_