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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: 23rd January 2026

Closing date of receipt of applications: 9th February 2026

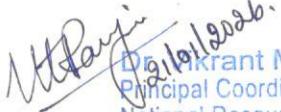
Applications are invited for the following post to be filled on **Short Term Contract Basis** under National Resource Centre for Oral Health and Tobacco Cessation at Maulana Azad Institute of Dental Sciences, New Delhi from the Eligible candidates.

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 9th 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.


Dr. Vikrant Mohanty
Principal Coordinator & Project Head
National Resource Center for Oral Health
Prof. (SAG) (Dr.) Vikrant Mohanty
Principal Coordinator and Project Head
National Resource Centre for Oral Health
and Tobacco Cessation, MAIDS

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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 (10th Marksheets 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 31st 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).
- 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 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)

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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 : _____

Affix Recent
Passport Size
Photograph

Correspondence Address: _____

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 10th Mark sheet, 12th 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 : _____

Affix Recent
Passport Size
Photograph

Correspondence Address: _____

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 10th Mark sheet, 12th 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: _____