



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 application : 26/02/2021

Closing date of receipt of applications : 10-03-2021 (Up to 4.00 PM)

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.	Research Officer	02 posts	Rs.800/-
2.	Senior Research Fellow	01 post	Rs.500/-
3.	Clinical Psychologist	01 post	Rs.400/-
4.	Medical Social Worker	01 post	Rs.300/-
5.	Technical Assistant	01 post	Rs.300/-
6.	Data Entry Operator	01 post	Rs.200/-

Note: Application fees should be paid in the form of Demand Draft in favour of “**NRC Oral Health TC**” payable at New Delhi.

Director-Principal
MAIDS

POST WISE ELIGIBILITY CRITERIA

1. RESEARCH OFFICER:-

Essential Qualification/Requirement	<ul style="list-style-type: none"> • B.D.S. Degree from recognized University/Institute. • MDS Degree in Public Health Dentistry from recognized University/Institute • Valid State Dental Council Registration
Desirable Qualification/Requirement	<ul style="list-style-type: none"> • One year Experience of working in dental public health related projects. • Certificate course in Tobacco Cessation or Tobacco Control • At least Two Indexed Publication Research in Tobacco Control/Cessation related topics. • Research experience of minimum one year in the relevant field • Basic knowledge of Computer and Statistical software's
Age Limit	<ul style="list-style-type: none"> • Up to 35 Years
Remuneration	<ul style="list-style-type: none"> • Consolidated Rs. 60,000/- Per month.

2. SENIOR RESEARCH FELLOW:-

Essential Qualification/Requirement	<ul style="list-style-type: none"> • B.D.S Degree from recognized University / Institution • Valid Registration with State Dental Council. • One year Experience of working in Government public health related projects.
Desirable Qualification/Requirement	<ul style="list-style-type: none"> • Added Public Health related qualifications from recognized University/Institute. • 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. 36,400/- Per month.

3. CLINICAL PSYCHOLOGIST:-

Essential Qualification/Requirement	<ul style="list-style-type: none"> • Post Graduate Degree in Clinical Psychology from recognized University / Institution • One year Experience in De-addiction and Counselling
Desirable Qualification/Requirement	<ul style="list-style-type: none"> • Certificate course in Tobacco Cessation
Age Limit	<ul style="list-style-type: none"> • Up to 35 Years
Remuneration	<ul style="list-style-type: none"> • Consolidated Rs. 37,391/- Per month.

4. MEDICAL SOCIAL WORKER:-

Essential Qualification/Requirement	<ul style="list-style-type: none"> • Bachelor Degree in Social Work from a recognized University / Institution
Desirable Qualification/Requirement	<ul style="list-style-type: none"> • One year Experience in Government Community Health Program
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.

5. TECHNICAL ASSISTANT (INFORMATION TECHNOLOGY):-

Essential Qualification/Requirement	<ul style="list-style-type: none">• Graduate Degree in any Field• Two years experience in concerned field
Desirable Qualification/Requirement	<ul style="list-style-type: none">• Bachelor of Computer Applications (BCA)• Experience in conducting Webinars/Video Conference sessions• Basic knowledge of computers 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.

6. 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	Application fees should be paid in the form of " <u>Demand Draft</u> " in favour of " <u>NRC Oral Health TC</u> " payable at New Delhi. Fee is not refundable in any case.
Mode of Selection for the Post of S.No:1 and 2	The Candidates will be selected through Screening Test followed by Interview. As far as possible candidates three times the number of vacancies will be called for the interview. Qualifying the written test does not mean selection. Candidates will be selected on the basis of their performance in written test and interview both.
Mode of Selection for the Post of S.No: 3 to 5:	The Candidates will be shortlisted after scrutiny of documents as per eligibility criteria. The Shortlisted Candidates will be called for Interview.
Mode of Selection for the Post of S.No:6	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.
How to Apply	Complete application in the prescribed format along with the documents and with application fees payable at New Delhi must reach on or before 10/03/2021 up-to 4:00 PM Directly by hand or by Post, addressed to " <u>The Director-Principal, Room No. 116, 1st Floor, Maulana Azad Institute of Dental Sciences, MAMC Campus, BS Zafar Marg, New Delhi-110002.</u> " The application form is available on the website <u>www.maids.ac.in</u> . 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.”
Documents to be attached with the Application form	Self attested copies of certificates in support of Age, Experience, Valid Registration with State Dental Council, Internship Certificate, Marks statements of Bachelors/ MDS/ Graduate/ Post Graduate degree and Other Qualifications (Technical/Professional) if any.

- 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 Written Examination and/or Interview”** shall be displayed on the Institutional Website (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.**
- In case of any query kindly contact **Dr.Puneet Chahar-9891618522** between 02.00 to 04.00 pm only from Monday to Friday.
- No email communications shall be entertained in this regard.

“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.ac.in)
