

**DIVISION OF GENETICS  
DEPARTMENT OF PEDIATRICS  
MAULANA AZAD MEDICAL COLLEGE  
NEW DELHI**

**ADVERTISMENT**

**ADVERTISEMENT FOR VARIOUS POST ON CONTRACTUAL BASIS IN  
GENETIC LAB AT MAULANA AZAD MEDICAL COLLEGE, NEW DELHI**

Application are invited from eligible candidates to be appointed to work on purely temporary contractual basis, Mission NEEV, DSHM & RBSK Programme for a period of 11 months in Genetic lab, Department of Pediatrics, Maulana Azad Medical College, New Delhi. The details of posts are as below:

<b>S.No.</b>	<b>Name of Post</b>	<b>No of Post</b>	<b>Qualification</b>	<b>Upper Age limit</b>
<b>1.</b>	<b>Pediatrician Rs. 90,000 per month (Consolidated Salary)</b>	<b>01</b>	<b>Essential Qualifications:</b> <ul style="list-style-type: none"><li>• MBBS degree or an equivalent qualification as entered in the Schedule to the Indian Medical Council Act 1956 as subsequently amended, from a recognized university registered with MCI.</li><li>• Postgraduate degree (MD/ DNB) in Pediatrics from a recognized university registered with MCI.</li></ul> <b>Desirable Qualifications/Experience</b> <ol style="list-style-type: none"><li>1) Superspecialisation in Medical Genetics.( DM/DNB-SS</li></ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"><li>2) 3 Year Experience of working in Department of Medical Genetics</li></ol>	<b>50 Years</b>
<b>2.</b>	<b>Audiologist Rs.40,000 per month (Consolidated Salary)</b>	<b>02</b>	<b>Essential Qualifications:</b> <p>B.Sc. Degree in Speech and Language Sciences or Bachelor in Audiology, Speech and language pathology (BASLP) from recognised university or its equivalent and must be recognised with Rehabilitation council of India(RCI)</p>	<b>45 Years</b>

  
**DR. SEEMA KAPOOR**  
**PROGRAMME DIRECTOR**  
**NEEV MISSION**  
**MAMC, NEW DELHI-110002**

3.	<b>Data Manager</b> <b>Rs. 25,000 per month</b> <b>(Consolidated Salary)</b>	01	<p><b>Essential Qualifications:</b></p> <p>i) Graduate Degree and Diploma/Certificate in computer Application</p> <p>ii) Knowledge of MS Word, Excel, PPT.</p> <p><b>Desirable Qualifications/Experience:</b></p> <p>1. Two year work experience as computer operator or technical assistant</p> <p>2. Experience in Database Management System</p> <p>3. Advanced knowledge of MS Word, Excel.</p>	<b>35 Years</b>
4.	<b>Collection Coordinator</b> <b>Rs.18,000 per month</b> <b>(Consolidated Salary)</b>	44	<p><b>Essential Qualifications:</b></p> <p>i) Matriculation with 2 year field Experience in Health Sector OR</p> <p>ii) Sr. Secondary with Science Preferably GNM or ANM</p> <p>iii) should own working Android Mobile</p> <p><b>Desirable Qualifications/Experience:</b></p> <p>Experience in collecting blood sample in babies.</p>	<b>30 Years</b>
5.	<b>Data Entry Operator</b> <b>Rs.19,000 per month</b> <b>(Consolidated Salary)</b>	01	<p><b>Essential Qualifications:</b></p> <p>i) Sr. Sec. (10+2)</p> <p>ii) One year 'O' level Computer Course and having a typing speed of 40 wpm in English</p> <p>iii) Knowledge of MS word, Excel, Power Point</p> <p><b>Desirable Qualifications/Experience:</b></p> <p>Two years experience as computer operator in a reputed firm/project/hospital/academic institute.</p>	<b>30 years</b>

**Nature of Employment:** Contractual

**Duration of Employment:** 11 months extendable up to 2 years depending on the candidate's performance, continuation of scheme and budget grant from the funding agency.

*Seema Kapoor*  
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**Job Location:** Genetic Lab, Department of Pediatrics, Maulana Azad Medical College, BSZ Marg, New Delhi.

**Last Date for the receiving the application online: 18<sup>th</sup> February 2022, 5 pm**

**Application process and Acceptance of application:** Applications should be submitted online by using google link [https://docs.google.com/forms/d/e/1FAIpQLSffU-8G5iM2-3oGmuYi4O3aNa0IdqOLDt2tuA9cZTsIGIyxkw/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSffU-8G5iM2-3oGmuYi4O3aNa0IdqOLDt2tuA9cZTsIGIyxkw/viewform?usp=pp_url)

No applications should be submitted by hand or by post/ courier. Incomplete applications will not be accepted.

**List of eligible, shortlisted candidates and schedule of Walk-in Interview will be displayed on MAMC Website. Applicants are advised to visit the MAMC website (<https://www.mamc.ac.in>) from time-to-time.** No individual intimation regarding eligibility/call for interview shall be sent. It is the responsibility of the candidate to see their name and appear for the interview. Candidates should bring all original documents and one set (01) photocopy of all essential documents of educational qualification & experience during the interview. Candidates should attend the interview on their own expenses at **Department of Paediatric, Maulana Azad Medical College, New Delhi.**

**Terms and Conditions:**

1. Separate applications are to be submitted for each post. After scrutinizing the applications received, a list of eligible shortlisted candidates will be displayed on MAMC website. If necessary, a written examination will be conducted and the candidates qualifying the written test will only be interviewed. No TA/DA will be paid for attending the interview/skill assessment.
2. Mere fulfilment of the essential qualification/experience does not guarantee selection. The decision of the selection committee regarding appointment of candidates will be final and no representation will be entertained in this regard. Selection committee reserves all rights to change the selection procedure, rules & cancellation of rules.
3. Application received after 18<sup>th</sup> February 2022, 5 pm shall be summarily rejected.
4. Qualification and experience should be in relevant discipline/field and from a reputed institute/organization recognized by relevant authority. Experience shall be counted from the date of completion of minimum essential educational qualification, Age limit and experience will be considered as on the date of Walk-in interview/personal discussion/skill assessment.
5. Age relaxation is admissible to SC/ST/OBC/EXM/Departmental candidates including project as per Govt. of India norms. No age relaxation will be considered for unreserved posts.

  
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6. Submission of incorrect or false information during the process of walk-in-Interview/or personal discussion shall disqualify the candidature at any stage. Qualification and experience should be in relevant discipline/field and from a reputed institute/organization recognized by relevant authority
7. Canvassing and bringing inside or outside influence in any form for short listing and employment will be treated as a disqualification and the candidate will be debarred from selection process.
8. All posts are contractual for 11 months extendable to two years. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely on contract basis. The appointment may be renewed after every specific period of time, subject to budget grant from the funding agency, satisfactory performance and project requirement.
9. The candidate will have no right to claim for any type of Permanent Employment under MAMC or Delhi Government or continuation of his/her services in any other project.
10. Interested and eligible candidates can appear for interview/personal discussions/skill assessment on the dates displayed on the website in due course of time. Interviews will be held after registration and verification of documents. No candidate will be allowed to enter after the scheduled date and time.
11. Selected candidates for the interview and Recruited candidates will be notified on the website ([www.mamc.ac.in](http://www.mamc.ac.in))
12. Those appearing for Walk-in-Interview/personal discussion, he/she must bring all original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (6) One set of self-attested photocopies of all documents. (7) Candidates should produce all certifications/testimonials in original for verification at the time of walk-in interview.
13. Appointments will be given as per rules and regulation of the competent authority. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on Institutional website [mamc.ac.in](http://mamc.ac.in) only and no separate notification shall be issued in the press.
14. The competent authority will review the work of candidates appointed on the contract basis. If the review is unsatisfactory, the competent authority reserves the right to terminate the appointment of a candidate without any prior notice.

  
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