

No. Admin/Contract/Recruit./2020/01

Date:

## Notice for Engagement of Various Positionson Contract Basis

for Maharashtra State AIDS Control Society, Mumbai (Head Quarter)

(Website: [www.mahasacs.org](http://www.mahasacs.org))

Advt. Date: 09-04-2021

**Last date of submit application: 22.04.2021**

Maharashtra State AIDS Control Society, Wadala, Mumbai (MSACS) invites application from eligible candidates for the following post for their appointment on contract basis in MSACS Head Quarter, Wadala, Mumbai.

Section	Name of the Post	No. of Vacancies	Qualifications & Experience for NACP –IV.	Consolidated Monthly Remuneration
Basic Service Division	AD ICTC Contractual post	1	PG degree in Psychology/Social Work/Sociology/Clinical Psychology or M Sc in Microbiology/Medical Microbiology with minimum 2 year experience in relevant field after PG Degree Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service	25000/-
Basic Service Division	DD PPTCT Contractual post	1	MBBS with PG Degree/Diploma in Community Medicine/PSM/Community Health Administration or equivalent in public health fields with minimum 7 years experience after MBBS including PG Degree/Diploma duration  <b>OR</b> M.Phil (desirable PhD) degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology with minimum 3 years experience after M. Phil or 2 years experience after PhD .	36200/-
Linked Worker Scheme	Joint Director (LWS) Contractual post	1	Masters in Social Science/ Social Development/Public Health/Health Administration from a recognized university. Minimum 8 yrs (Preference will be given to persons having experience of working in the HIV/AIDS projects run by NACO/SACS/TSU/DAPCU. The candidate should have working knowledge of computers including MS office package	48500/
Administration	Administrative Officer Contractual post	1	Masters/Bachelors Degree in any discipline; At least 3 years professional work experience in managing HR tasks, providing administrative support; Knowledge of effective government procedures and practices will be an added advantage; . Knowledge and experience in using appropriate software and other computerized Microsoft office; and Ability to organize and prioritize workloads, meet deadline and targets	25000/-
Mainstreaming	Deputy Director (Social Protection & Mainstreaming) Contractual post	1	Post graduate degree in Social Science (Sociology/Anthropology/Psychology/Social work/Public Admin) from a recognized university with 5 years experience in social development sector including 2 years working experience HIV/AIDS sector at state.	36200/-

Lab Serviv Division	Deputy Director (LS)  Contractual post	1	MD Microbiology/Ph.D Microbiology Or MBBS with 5 years of experience, preference will be given to the candidate working in the field of HIV/AIDS 2 years experience for MD Microbiology /Ph.D Microbiology. Preference will be given to the candidate working in the field of HIV/AIDS. 5 years for MBBS Candidate preference will be given to the candidate working in the field of HIV/AIDS.	36200/-
Finance	Finance Assistant/ Accountant  <b>Contractual post</b>	1	Graduate preferably finance & account/B.Com 3-5 yrs post qualification experience or experience in state accounts cadre/organized accounts Govt. of India Knowledge of computer operating is essential. Preference will be given to experienced candidates who have knowledge of Tally ERP.	17000/-
Procurement Division	Procurement Assistant  <b>Contractual post</b>	1	B. Com with 5 years experience preferably in skills procurement with Computer  HAVING PASSED 30 w.p.m. typewriting in Marathi and English 3 to 5 years experience in relevant filed .	17000/-

❖ **Age Criteria:**Upper age limit to apply is 60 years as on date of Advertisement. Continuation will be applicable up to 62 years for contractual service.

❖ **Appointment type:**

The above-mentioned posts are temporary & purely on contract basis. While recruiting the post, initially the appointment will be given upto 31<sup>st</sup> March 2020 as probation period and further continuation will be given upon successful completion of probation period and performance evaluation. The Project Director, MSACS, Mumbai reserves the right for further continuation of the candidate.

❖ **Remuneration:**

Allowances like T.A., D.A., and H.R.A. etc. are not admissible except consolidated monthly remuneration.

❖ **How to apply:**

- 1) Interested candidates may apply in prescribed application form with a recent passport size photographs and a set of attested photocopies of testimonials/certificates/ID proof etc.
- 2) The application is to be submit on A4 size paper only.
- 3) Applications can be sent either through registered/speed post or personally in the office of the “**Project Director, Maharashtra State AIDS Control Society, Acworth Leprosy Complex, Near Wadala Over Bridge, R.A.Kidwai Road, Wadala(West), Mumbai - 400031**” on all working days between the advertised date and closing date where the candidate(s) wish to apply.
- 4) Last date for submit the application is **22.04.2021** applications received after this date will not be considered.
- 5) All further correspondence will be done only by email. (i.e. Hall Ticket, Call letters etc.). Therefore, all candidates applying are required to write their personal email ID and contact number correctly and neatly in the application form.
- 6) If, Candidate would like to apply for multiple posts they should apply separately for each post.

7) After scrutinizing, the applications received in due date short-listed candidates will be called for written examination / interview.

❖ **Other Important Notes:**

- 1) Candidates who have been discontinued based on poor performance and Candidates who are retired from Government Services and against whom disciplinary action is completed OR initiated will not be eligible any above post.
- 2) Project Director, MSACS, Mumbai reserves the right to cancel the recruitment, modify the number of posts, etc.
- 3) Canvassing in any way will lead to disqualification of the concerned candidate.

**Project Director,**  
Maharashtra State AIDS Control Society,  
Mumbai

## Application Form

To,  
Project Director,  
Maharashtra State AIDS Control Society,  
Wadalal (W), Mumbai - 31.

Passport Size  
Photo to be  
signed by the  
candidate

1. Application for the Post : \_\_\_\_\_
2. Candidates Name : \_\_\_\_\_  
Surname First Name Middle Name
3. Date of Birth : \_\_\_\_\_  
Age as on \_\_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days \_\_\_\_
4. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
6. E-mail ID : \_\_\_\_\_
7. Mobile No. : \_\_\_\_\_
8. Working knowledge of computer (MS Office etc.): Yes / No
9. Educational Qualification :-

Sr. No.	Educational Qualification	Name of the University / Board	Percentage	Special Subjects

10. Experience Details :-

Sr. No.	Name of the office worked before	Designation	Period	Nature of work

11. Languages Known :-

Language	Read	Write	Speak

12. Any Other Special Qualification :-

Disclaimer:

I confirm that the details provided by me are correct. Any information, if found incorrect, will lead to the disqualification of my application.

Date :

Place :

Candidates Name & Signature