

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)****Advt. Date: 24 .04.2023****Last date of submit application: 08.05.2023**

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	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 OR 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	50680/-
Lab Serviv Division	Deputy Director (LS) Contractual post	1	Essential Qualification • M.Sc. (Microbiology/ Biotechnology/ Biochemistry/ LifeSciences) OR B. Tech (Biotechnology) Desirable Qualification: • PhD (Microbiology/Biotechnology/ Biochemistry/ Life Sciences) Essential Experience 5 years of experience for candidates with M. Sc/ B.Tech (in the above subjects)	50680/-

			<p>OR</p> <p>3 years of experience of working in medical diagnostic laboratory for Candidates with Phd. Candidates with experience of working in accredited labs or those labs who have applied for accreditation will be preferred.</p>	
<p>Information, Education and Communication Division</p>	<p>Assistant Director (Documentation) Contractual post</p>	<p>1</p>	<p>Essential Qualification Post graduate degree in Social Sciences / Humanities or any other related field.</p> <p>Essential Experience</p> <p>At least 3 years of experience in journalism and/or writing features for the web; - Demonstrated experience in maintaining social media accounts, especially Facebook, Instagram, YouTube and Twitter, as well as experience with new media executions, preferably with a development organization; knowledge and understanding of local and global digital landscape and trends;</p> <ul style="list-style-type: none"> • Basic understanding of managing website content as per need; • Experience with graphic design, ability to create designs for digital media purposes in open source graphic design programmes, such as Canva; • Ability to integrate PR/communication initiatives with social media; - Experience developing compelling content to generate response from audiences online; • Experience in reporting on qualitative and quantitative analytics; - Ability to take quality photographs and basic photo editing skills; <p>Desirable</p> <ul style="list-style-type: none"> • Previous SACS or NGO experience in a similar role of 	<p>35000/</p>

			<p>ability of handling social media is highly desirable.</p> <ul style="list-style-type: none"> • Sound knowledge of handling 	
Information, Education and Communication Division	Asstt. Director (Youth Affairs) Contractual post	1	<p>Essential Qualification Post graduate degree in Social Sciences/ Humanities or any other related field.</p> <p>Essential Experience Member of NSS for 3 Years/C certificate holder of NCC. relevant professional work experience in programme implementation (preferably in adolescent and youth engagement), monitoring and evaluation. Good knowledge of adolescent and youth engagement, human rights and gender. experience of working with youth network or NGO, preferably in the field of youth participation. Maximum Age 30 years .</p> <p>Desirable Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills. Lead focal point for Youth activities under JD(IEC).</p>	35000/-
Information, Education and Communication Division	Asstt. Director (CSS & GIPA) Contractual post	1	<p>Essential Qualification : Graduate from reputed institution.</p> <p>Essential Experience 3 years experience in HIV related matters, preference will be given to PLHAs and other community representatives.</p> <p>Desirable Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.</p> <ul style="list-style-type: none"> • Preference will be given to the candidate working in the field of HIV/ AIDS 	35000/-

Admin	Computer Literate Steno Contractual post	1	Present incumbents would continue with existing qualifications. When new recruitment is made, graduate with computer literacy, HAVING PASSED 100 w.p.m Speed in stenography alongwith 30 w.p.m. typewriting in marathi and English. 3 to 5 years experience in relevant filed and must be computer literate Steno.	23800/-
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❖ **Age Criteria:**

1. Upper age limit to apply is 60 years as on date of Advertisement. Continuation will be applicable up to 62 years for contractual service.
2. The upper age limit for the post of Asst Director (Youth Affair) will be 30 years as on the date of Advertisement.

❖ **Appointment type:**

The above-mentioned posts are temporary & purely on contract basis. While recruiting the post, initially the appointment will be given upto 31st March 2024 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 **08.05.2023** 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 : _____
(Capital Letter)

SurnameFirst NameMiddle 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