



DELHI STATE AIDS CONTROL SOCIETY

GOVT. OF NCT OF DELHI

DR. B.S.A. HOSPITAL, DHARAMSHALA BLOCK,
SECTOR - 6, ROHINI, DELHI - 110085

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No. F2 (494)/DSACS/Admn/2023-24/Pt.-I/ 28 39

Date: 01/11/2024

VACANCY NOTICE (2024-25/2)

1. Applications are invited to engage following positions, purely on contract basis for Programme/Project implemented by the society as per details given below:-

S. No.	Position	Consolidated Remuneration (Rs. PM)	Number of positions	Programme/ Project
1.	Dy. Director (SP&M)	50,680.00	1	NACP
2.	Assistant Director (BSD)	35,000.00	1	NACP
3.	Assistant Director (SI)	35,000.00	1	NACP
4.	Assistant Director (IEC)	35,000.00	1	NACP
5.	Assistant Director (Documentation)	35,000.00	1	NACP
6.	Clinical Services Officer	46,800.00	3	NACP
7.	Data Monitoring & Documentation Officer	37,500.00	3	NACP
8.	Assistant Director (VBD)	35,000.00	1	BTS

2. QUALIFICATION FOR THE POSTIONS:

S. No.	POSITION	ESSENTIAL QUALIFICATION	ESSENTIAL EXPERIENCE
1.	Dy. Director (SP & M)	Master's degree in social sciences (Social work/ sociology /psychology) from a recognized University	Experience of 5 years in the field of developmental/ health communication Prior experience of enabling Public Private Partnerships with government public health programmes, in coordination with MoHFW, and/or State Health Departments, is essential. Working knowledge of MS Office.
2.	Assistant Director (BSD)	MBA in Health Management or Master in Public Health or Master in Health Administration. OR Master/ Post Graduate Diploma in Social Sciences/Public Health/ Health Care Administration and similar streams from a Recognized University. OR Masters degree in Psychology/Social Work/	Working experience of 3 years in Public health programme with focus on EVTHS, HIV counselling and Testing services, early infant diagnosis services and engagement with Communities and affected communities at National/State/District level with Govt. / NGO/Development Partners implementing agencies/Private Sector.

Signature

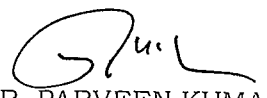
		Sociology/Clinical Psychology/Medical Microbiology	• For Masters/ PG diploma: Minimum 3 years post PG • For Medical Graduate minimum of 1 yrs. Post qualification) • Working knowledge of MS Office.
3.	Assistant Director (SI)	Master/Post Graduation in Public Health/Health Administration/applied epidemiology or Diploma in Public Health (Two year course) and similar streams from a recognised university. OR Masters in Demography/ Statistics/ Population Sciences/ Social Sciences/ Computer Application.	Experience in Public Health in surveillance/research/M&E/epidemiology. Working knowledge of computers including MS office package and SPSS. Good Working knowledge of epidemiological analysis and biostatistics.
4.	Assistant Director (IEC)	Post graduate degree in Social Sciences/Humanities or any other related field.	Minimum 3 year experience in planning, implementing and monitoring of mid-media activities at State level. A good understand of folk and traditional media, BTL and other mid media vehicles Excellent written and oral communication skills in Hindi and English Candidate is willing to undertake extensive travel Additional experience of designing communication aids on HIV/AIDS Sound knowledge of handling virtual meeting platforms, video conferencing, social media platforms and computer skills.
5.	Assistant Director (Documentation)	Post graduate degree in Social Sciences/ Humanities or any other related field.	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; 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;
6.	Clinical Services Officer (CSO)	Bachelor's Degree in Medical or allied sciences/ Master's Degree in Public Health/Healthcare/ Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology/ Demography/ Statistics/ Population Sciences	One year's experience for candidates with a Master's Degree in Public Health/ Healthcare Management/ Health Administration/ Applied Epidemiology Three year's experience in Public Health Bachelor's Degree in Medical or allied sciences/Master in Social Science/ Psychology/ Demography/ Statistics/ Population Sciences with minimum of one year of experience in HIV/AIDS sector
7.	Data Monitoring and Documentation Officer (DMDO)	Master's degree in Public Health/ Healthcare Management/ Healthcare Administration/ Social Science/ Psychology/ Applied Epidemiology /Demography / Statistics / Bio Statistics/ Population Sciences/Mathematics/Economics	One year's experience for candidates with Master Degree in Public Health/Healthcare Management/ Health Administration/ Applied Epidemiology Three year's experience in Public Health for Bachelor's Degree in Medical and allied Sciences/ Masters in Social Sciences/ Psychology/Demography/Statistics/ Bio-Statistics/ Population Sciences with a minimum one year of experience in HIV/AIDS sector.
8.	Assistant Director (VBD)	Recognized PG degree in Social Science/ Sociology/ Social work	• At least 3 years experience in organizing voluntary Blood donation • Preferably regular voluntary blood donor • Knowledge of donor motivation, donor recruitment and donor retention. • Knowledge of local language.

GSL

3. Age limit for applying for above positions is 62 years. Retired persons are also eligible. The maximum age limit for engagement for the positions shall be up to the attainment of an age of 62 years.
4. The above positions are purely on contractual basis coterminous with the project activity, with contract likely to be renewed every year on 1st April on performance basis. There will be no claim for regularization of the person so engaged.
5. Candidates shall be required to appear before the constituted Board/Panel for written test/interview with application, complete bio-data (with Photograph) and self-attested copies and testimonials along with originals at the scheduled place, date and time. Email & mobile no of applicant for contact must be mentioned in the application. No TA/DA shall be admissible for appearing in the written test/interview.
6. DSACS reserves the right to cancel or change the number of vacancies without assigning any reason.
7. Any corrigendum/addendum/change of schedule to this notice shall appears on DSACS website at <https://dsacs.delhi.gov.in> under Notice Board► Vacancies-and-Results.
8. The application addressed to Project Director, DSACS, Dharamsala Block, Dr. Baba Sahab Ambedkar Hospital, Sector-6, Rohini, Delhi-110085. And complete application (with 2 passport size photograph) with self-attested testimonials in support of application, shall require to be submitted physically to DSACS by hand or by speed post. No online application shall be considered. The last date of submission shall be 02/12/2024 or 4 weeks of publication of the vacancy notice advertisement in newspaper whichever is later.
9. Venue, Date and Time of Test/Interview shall be communicated later.
10. Separate application is to be submitted for each position.

Enclosures: Format for application/bio-data


(DR. PARVEEN KUMAR)
ADDITIONAL PROJECT DIRECTOR

APPLICATION FORMAT

Passport
Size
Photograph

1. Post Applied for: _____

Notice No.: _____ (please refer to Notice)

(Separate applications are to be submitted for each position applied)

2. BIO-DATA:

Name of the Applicant:	
Father's /Husband Name:	
Mother's name:	
Marital Status: (Married/Unmarried)	
Date of Birth:	
Address	
Present/Communication Address:	
E-mail address:	
Telephone/Mobile No.:	

3. ACADEMIC /TECHNICAL QUALIFICATION (Starting from the most recent qualification in chronological order):

a. Qualifying qualification for the position:

Period		Examination / Course	Subjects	%age of Marks obtained	College/ Institution	Board/ University
From	To					

b. Other qualification:

Period		Examination / Course	Subjects	%age of Marks obtained	College/ Institution	Board/ University
From	To					

4. Experience (Starting from the most recent experience in chronological order):

a. Qualifying experience for the position:

Month & Year		Designation held	Organization Name with Location	Job Profile	Documents attached
From	To				

Experience after essential qualification shall be counted for essential experience

b. Other Experience:

Month & Year		Designation held	Organization Name with Location	Job Profile	Documents attached
From	To				

5. Proficiency in computer (software you are able to use and any formal qualification in computer) or any course done.:

6. Publication authored/contributed (please provide the list):

7. Extra Curriculum activities/interests:

8. Mention any other information which you think should be taken in to account in considering your application. For example, any distinction/Award/Certificates obtained and any notice etc.:

9. Enclosures in support of:

1. Essential qualification:

i.

ii.

iii.

2. Experience:

i.

ii.

iii.

3. Other enclosures:

i.

ii.

iii.

(Please attach self attested photocopies in support of above such as for age, academic qualifications, experience, awards/certificates, publications etc., CV may also be attached)

10. I am hereby applying for the position mentioned at S. No. 1.

11. I hereby, certify that all above information is true and correct to the best of my knowledge, I understand that in case any of the above information, if found to be incorrect, my candidature is likely to be cancelled.

Date: ____/____/____

Signature of Applicant

Place: _____

Name of Applicant: _____

(Note: The format may be used for typing the application and additional sheets if required, may be added.)

(Unsigned application shall be summarily rejected)