



DENTAL COUNCIL OF INDIA
(CONSTITUTED UNDER THE DENTISTS ACT 1948)
Aiwan-E-Galib Marg, Kotla Road, New Delhi – 110 002
Website: www.dciindia.org.in

Applications are invited from eligible candidates for the following posts in Dental Council of India (DCI), Statutory Body of Ministry of Health & Family Welfare, New Delhi. The details and eligibility conditions of the posts which are to be filled up on Direct Recruitment basis are given below:-

Sl.No.	Name of the post & relevant Pay Band+Grade Pay	No. of vacant post	Eligibility conditions prescribed for direct recruitment in the relevant Recruitment Rules
1.	Stenographer Rs.5200-20,200+ Grade Pay of Rs.2400	03 UR-03	Age: 18 to 27 years. Relaxable for Government servants up to 5 years. Educational and other qualifications:- Matriculation or its equivalent. A Speed of 80 w.p.m. in shorthand (English) and a minimum speed of 40 w.p.m. in typing (English). Desirable Qualification: A Degree from recognized University Institution.
2.	Computer Operator Rs.5200-20,200+ Grade Pay of Rs.2400	04 UR-02 SC-01 OBC-01	Age: 18 to 27 years. Relaxable for Government servants up to 5 years. Educational and other qualifications:- A Degree from recognized University or equivalent qualification and a speed of not less than 8000 key depressions per hour for data entry work. Experience: With 3 years regular service as Data entry operator grade in the pre-revised scale of Rs.3050-4590.
3.	Lower Division Clerk Rs.5200-20,200+ Grade Pay of Rs.1900	05 UR-04 OBC-01	Age: 18 to 27 years. Relaxable for Government servants up to 5 years. Educational and other qualifications:- (i). 12 th or equivalent qualification from recognized board. (ii). Six months diploma in computer application. Preferably knowledge of MS Office. (iii). 30 w.p.m. typing speed in English.
4.	Peon Rs.5200-20,200+ Grade Pay of Rs.1800	05 UR-04 OBC-01	Age: 18 to 27 years. Relaxable for Government servants up to 5 years. Educational and other qualifications:- 8 th Class pass from recognized School/Institution. Desirable: Training in Basic and "Referesher" course in Home Guards and Civil Defence.

INSTRUCTIONS FOR STRICT ADHERENCE

1. Dental Council of India reserves the right to fill or not to fill any or all the post/s and also reserves the right to reject any or all the applications for any or all the posts.
2. Dental Council of India reserves the right to increase or decrease the number of vacancies.
3. Age will be reckoned as on the last date of submission of application.
4. Candidates who are interested to apply for direct recruitment posts, are requested to kindly apply alongwith copies of their testimonial strictly in the prescribed proforma of application as per Annexure-I which may be downloaded from DCI's website www.dciindia.org.in. Candidates who are working in Central / State Govt. Offices / PSU'S / Autonomous Bodies may apply through proper Channel through his/her office in the prescribed proforma of application.
5. Candidates who are interested to apply may please ensure that the information/documents given by him/her in/with the application is/are factually correct and nothing has been concealed therein. After his/her selection/appointment to the post in question, if any information/document would found incorrect/fake/wrong, the selection/appointment will be cancelled with immediate effect without any notice or assigning any reason.
6. The last date for submission of application is 30 days from the date of publication of this Advertisement in the Employment News, after which no application will be accepted. Dental Council of India will not be responsible for any postal delay.

(M.L. Meena)
Secretary Incharge

APPLICATION PROFORMA

1. Post applied for _____
2. Name in BLOCK Letters _____
3. Date of Birth _____ Age (As on last date of receipt of application) _____
5. Address for Correspondence (in Block Letters) _____

 _____ Pin Code _____

AFFIX
RECENT
PASSPORT
SIZE
PHOTO GRAPH

Mob.: _____ Email: _____

6. Permanent Address (in Block Letters) _____
 _____ Pin Code _____

7. Whether you belong to (Please tick):- SC (___) ST (___) OBC (___) PH (___) GEN (___)
(Attach copy of certificate if you belong to SC, ST, OBC or PH)

8. Educational Qualification & Professional Qualification:-

DETAILS OF EDUCATIONAL QUALIFICATIONS							
Sl. No.	Qualification / Class	Board / University	Subject	Year of Passing	Maximum Marks	Marks Obtained	%age of Marks Obtained

DETAILS OF TECHNICAL QUALIFICATIONS, IF ANY								
Sl. No.	Degree / Diploma	Duration in month(s)	Board / University	Subject	Year of Passing	Maximum Marks	Marks Obtained	%age of Marks Obtained
1.								
2.								

9. Work Experience from past to present accompanied with attested copy of experience certificate(s):-

Sl. No.	Name of Organisation	Working period		Monthly Emoluments	Nature of employment i.e. Regular / Contractual / Ad-hoc etc.	Nature of Job
		From	To			
1.						
2.						

10. Typing Speed (wpm), if applicable : _____ 11. Shorthand Speed (wpm), if applicable : _____

12. Any other information: _____

I understand and hereby declare that the information/documents given by me above is/are factually correct and nothing has been concealed therein. I fully understand that after my selection/appointment to the post in question, if any information/document is found incorrect/fake/wrong, my selection/appointment will be cancelled with immediate effect without giving any notice or assigning any reason.

(Signature of Candidate with Date)

Candidate Full name in BLOCK Letters: _____