

BRIHANMUMBAI MUNICIPAL CORPORATION

B. Y. L. NAIR CH. HOSPITAL

EARLY INTERVENTION & REHABILITATION CENTER FOR CHILDREN

No.EIRCC/ 656 Dated: 08.11.2023

ADVERTISEMENT NOTICE FOR FILLING IN THE POSTS OF DATA ENTRY OPERATORS, ON CONTRACT BASIS

Applications are invited from eligible candidates for the vacant posts of Data Entry Operator in the various departments for Early Intervention& Rehabilitation Centre for Children under & B.Y.L.Nair Ch.Hospital on Contract basis by walk-in-selection. Candidates who full-fill the prescribed terms and conditions mentioned in the advertisement should apply.

EDUCATIONAL QUALIFICATIONS & EXPERIENCE:

Sr.No.	Department	No. of Vacancies	Qualification	Per Month Salary
1	Data Entry Operators	02	Graduate ,MS-CIT Conversant with Marathi,& English, Typing work, Practical work experience 6 Months.	15000/-

CONTRACT PERIOD: From Date of Joining Till 1 Years.

AGE LIMIT: Not more than 38 years.

FEES FOR APPLICATION: A Demand Draft amounting to Rs.150+18% GST i.e.total Rs.177/- drawn in the name of "The Dean,T.N.MEDICAL COLLEGE" be enclosed invariably along with application form. Applications without such demand draft will not be entertained.

GENERAL CONDITIONS:

1. This appointment is purely on contract basis & not regular basis.
2. The candidate appointed on contract basis will be discontinued at any time if not required.
3. The contract basis appointment will not be treated as regular appointment. Appointment will be made as per vacancies and requirements. However, Hon.

Municipal Commissioner has right to cancel the selection list without giving any notice at any time. Being contractual post, the person appointed shall not be entitled for any other benefits applicable to regular employees and not entitled to claim any rights, interest and benefits of regular employees.

4. Applications forms in the prescribed format enclosed herewith on A4 size papers must be filled in by the candidates in his/her own handwriting & must be complete in all respects. Incomplete & applications in unprescribed format will not be considered
5. Candidates who are in the Municipal Services must forward their application with the "No Objection Certificate" from his/her Head of the Department.
6. A recent passport size photo must affix in the application with his/her own signature on prescribed place.
7. Candidates must make sure that he/she fulfils the requisite qualifications and conditions. Candidature can be cancelled at any time and any stage. If candidate is not fulfilling the requisite qualifications and conditions. He/She will be dismissed from the service if appointed and no correspondence will be entertained.
8. Address of correspondence must be clear and complete with Pin Code Number. Telephone Number and Mobile Number with E-mail ID must be quoted in the application.
9. A candidate must submit their attested xerox copies of Leaving Certificate, Birth Certificate, Domicile Certificate, Aadhar Card Xerox, Pan Card Xerox, Educational Qualification Certificates, Secondary School Examination Mark List with Marathi Subject, Higher Secondary School Examination Mark List, MSCIT Certificate, Employment Qualification Certificate, Caste Certificate issued by competent authority, Caste Validity Certificate, latest Non Creamy Layer Certificate. For married female candidate Marriage Certificate, Gazette Copy of Name Change. If it is not available, married female candidate can apply with their maiden name. Candidate must furnish attested xerox copies of Undergraduate and Postgraduate examination passing certificate if passed in more than 1st attempt.
10. Selected candidate will be appointed at Early Intervention & Rehabilitation Center for Children under B.Y. L.Ch.Hospital.
11. Candidature can be cancelled at any stage of selection process or after selection if it is found that candidate is not fulfilling the requisite qualification prescribed for the post or in case of false information/ certificates/ papers or hiding of required information.
12. Candidate must remain present with their own expenses for the interview.
13. Candidate must submit No Objection Certificate from the previous employer if he / she is in service.
14. The Municipal Commissioner Brihanmumbai Municipal Corporation .has right to stop selection process at any time and at any stage.
15. Appointed Candidate in not eligible for EL.
16. If the candidate appointed on contract basis desire to resign, he/she must submit resignation with a notice of one month in advance.
17. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate for interview / appointment.

18. Applicants who found not eligible will not be informed independently / individually
19. All the selections will be made as per the MCI / NMC norms.
20. The selected candidate will have to submit a service bond on the stamp paper of Rs.500/- at the time of his/her appointment.
21. The appointed candidates will be given a technical break of **1 Day** before completion of every 90 Days period in their tenure.
22. The Candidates should produce MS-CIT Certificate and should have passed S.S.C. with Marathi subject.

SPECIAL INSTRUCTIONS:

The applications in the prescribed form completed in all respect with recent passport size photograph duly affixed thereon, along with demand draft as prescribed above should be submitted in Dispatch Section, Ground Floor, G Building of T. N. Medical College & Nair Hospital, , Mumbai – 400008 on or before **23.11.2023 up to 04:00 pm** positively. Application received after prescribed date & time will not be considered and any correspondence in this matter will not be accepted as well.

Date of Interview: Scheduled Date of interview will be displayed on notice board of Nair Hospital.

-S/d-
DEAN
T. N. MEDICAL COLLEGE
&B.Y.L.NAIR CH.HOSPITAL

Brihanmumbai Municipal Corporation

B. Y. L. NAIR CH. HOSPITAL

EARLY INTERVENTION & REHABILITATION CENTRE FOR CHILDRENS

To be submitted in the office of of the Dean, B. Y. L. Nair ch. Hospital

So as to reach in the said office not later than.....

Sr.No.....

Cost : Demand Draft of Rs.177/- No..... Dt.....

issued by.....(Name of the Bank)

- i.** A candidate who knowingly or willfully furnishes incorrect or false particulars or suppresses material information will be disqualified and if appointed will be liable to dismissal from service
- ii.** If the space against any item below is insufficient, full particulars should be given on sheet of paper which should be attached to this application, entering at the appropriate place a reference of the sheet attached.
- iii.** All answers must be given in words and not by dashes or dots.
- iv.** In case an appointment is held in any Institution at the time
- v.** of applying, the application should be sent through the Head
- vi.** of the Institution.



Subject :

1. Application for the post of
2. Candidate's Name in full
- (Surname first, in BLOCK LETTERS)
3. Address in Full (IN BLOCK CAPITALS)
4. Mobile No.& Email Id (IN BLOCK CAPITALS).....
5. Nationality
6. (a) Whether belonging to Backward
- Community ? (SC/ST/DT/NT/OBC)
7. (a) Date of Birth
- (b) Place of birth (Town , village,
- Taluka and District)
8. Candidate's father's name
- (or husband's name' if married)
9. Address *
- Occupation*

*(If dead, the last address and Occupation before death should be stated)

10. What is the candidate's mother tongue ?

The following detail of any other language that the candidate knows should be given :

Name of Language	Examinations passed, if any, in the Language.	State if the candidate can only speak the language or can also read and/ or write the language.
I.		
II.		
III.		
IV.		

11. (a) The candidate should give the following particulars concerning his/her University or other higher education :-

Name of University	College, if any	Date of entry	Date of Leaving

(b) Any position of responsibility (such as prefect, Gymkhana Secretary, etc.) held at college should be stated.

12. (a) Candidate should be careful to give below particulars of all examinations (commencing with the S.S.C. or equivalent examination) passed at the University or place of higher education, and degree obtained, and the fact whether each examination was passed at the first attempt, and if not after how many attempts should be stated. (Copies of Certificates should be attached)

Examination of Degree or Diploma	Class, Division Honours or Distinctions	Year of passing or obtaining the degree or diploma	No. of attempts made

(b) Examinations unsuccessfully attempted with number of attempts :

(c) Particulars of any prizes , medal of scholarships
obtained at the University

(d) Detailed marks in each subject obtained at the
degree and higher examination.

A copy of statement of marks issued by the examining authorities should be attached to the application as evidence for the above and the original forwarded when called for, along with other original certificates.

13. Has the candidate done any Post –graduate course:
or has he any practical experience ?
If so, particulars should be given

14. Has the candidate at any time been employed ? If the answer is YES, details of employment should be given and copies of testimonials from the employers should be attached.

Name of the employer with address	Description of post held or description of work done	Date of joining	Date of Leaving	No. and class of Staff, if any, Supervised	Salary (the basic pay & other emoluments schedule be stated separately

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N.B. : Post mentioned at (a) & (b) above carrying teaching experience should be specifically indicate.

15. Has the applicant been a candidate for any post :
advertised by the Municipal Corporation of Greater
Mumbai or Public Service Commission ? if so, he
should state, (i) when, (ii) for what post or posts,(iii)
whether interviewed or not and (iv) whether appointed or not

16. Details, if any , of professional, social or other
activities (N.C.C., Home –Gurad,Games,Medical
Association ,Social Service,etc.)

17. If appointed, what notice would the candidate ,
require before joining the post.

18. Is he/She willing to accept the minimum initial
pay offered ? If not, what is the lowest initial pay
that he/she would accept ?

19. References – (These should be persons resident in India and holders of responsible position, they should be intimately acquainted with the candidate’s character and work, but must not be related to the candidate. Where the candidate has been in employment, he should either give his employer as a reference or produce as testimonial from him).

(a) Name :
Occupation or position :
Address :
(b) Name :
Occupation or position :
Address :

20.* Copies of testimonials from –

1.
2.
3.
4.

* A candidate should submit with this application, copies of not more than TWO testimonials from persons under whom he/she has studied and not more than **TWO** as regards character and responsibility , in addition to the other certificates.

21. **Additional remarks :**

I hereby declare that I have read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date : _____

Place : _____

Signature