

BRIHANMUMBAI MUNICIPAL CORPORATION

T. N. MEDICAL COLLEGE & B. Y. L. NAIR CH. HOSPITAL

EARLY INTERVENTION CENTER

No.EIC/145 Dated:21/11/2022

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

Applications are invited from eligible candidates for the vacant posts of **Data Entry Operators & Peons** in the various departments for Early Intervention Centre under T. N. Medical College & B.Y.L.Nair Ch.Hospital on Contract basis. 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	08	Graduate ,MS-CIT Conversant with Marathi,& English, Typing work Practical work experience 6 Months.	15000/-
2	Peons	03	10 th Pass should be conversant with Marathi & Hindi Language. MS-CIT preferable.	12000/-

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 Centre under T. N. Medical College & 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 is not eligible for CL/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. The selected candidate will have to submit a service bond on the stamp paper of Rs.100/- at the time of his/her appointment.
20. The appointed candidates will be given a technical break of **1 Day** before completion of every 90 Days period in their tenure.
21. 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 of T. N. Medical College & Nair Hospital, Mumbai – 400008 on or before **28.11.2022 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.

Venue of interview :Chambers of Dean, T. N. Medical College. & B.Y.L. Nair Ch. Hospital, Mumbai – 400 008.

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