



**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**PUBLIC HEALTH DEPARTMENT**  
Mumbai District Integrated Health and Family Welfare Society  
No. Ho /1351/ NUHM/Dt.17.05.2020



Sr. No.	Name of Post	Place of Posting	Age	Qualification and Experience	No. of post	Remuneration
1	Volunteer Data Entry Operator	Mumbai (Near By Ward Office according to location of Volunteer preferably)	18 to 45 years	1) 10 <sup>th</sup> and above 2) Good computer competency 3) Should have Good knowledge of MS Office & Excel. 4) Typing Experience Mandatory 5) Volunteer with prior experience will be preferred	200	500/- per Day (Subject to completion of given target for the day)

**Note:**

- 1) Number of posts may change Subject to requirement.
- 2) These posts are purely voluntary for a Period of 3 Months or till Covid-19 pandemic is controlled whichever is later.
- 3) This post is not regular Municipal Corporation of Greater Mumbai posts.
- 4) Remuneration is a consolidated honorarium.
- 5) Only shortlisted Volunteers will be informed about further selection process.
- 6) Selection purely on the Qualification and Experience
- 7) Google link is shared with advertisement, Google form should be filled properly.
- 8) The selected Volunteers will be given appointment as on a same day once they informed about selection.
- 9) If performance is not satisfactory service will be terminated without prior notice.
- 10) All rights are reserved with Executive Health Officer.
- 11) Volunteers should be resident of Mumbai & Mumbai Metropolitan Region.
- 12) Any taxes will be deducted at source.
- 13) Interested Volunteers shall have to work on their own Laptop/ desktop with net connectivity.

Interested Volunteers fulfilling the above mentioned criteria should submit application in the Google form link as follow - <https://tinyurl.com/vc3sj82o>

- (a) Full name in block letters.
- (b) Communication address with phone / mobile no. (Compulsory) and e-mail ID. should be proper
- (c) Work experience clearly mentioning organization worked for, post held, duration and responsibility of post.
- (d) Volunteers who will submit application on **19<sup>th</sup> May, 2020 after 4.00 p.m.** will not be considered.
- (e) The short listed Volunteers will be called for interview via telephonically and e-mail.

DOCUMENTS VERIFICATION WILL BE DONE WHILE ACCEPTANCE OF VOLUNTEER'S SERVICES.

Sd/-  
**Executive Health Officer**