

MUNICIPAL CORPORATON OF GREATER MUMBAI
PUBLIC HEALTH DEPARTMENT
HO/ 904 / Epid Cell Date: 25.06.2021

Advertisement

Application are being invited for contractual posts for 5 data managers in MCGM, Epid-cell Public Health Department.

1. Total Posts -5
2. Qualification Required –
 - Graduation in BE.tech/ B Sc.IT/ BCA in IT OR Post Graduation in same fields
3. Experience - More than one year in IT, MS office (PPT & excel mandatory, data interpretation & analysis, handling of large data sets)
4. Remuneration - 75,000/- per month.
5. Duration of Period -6 months
6. Age limit – 22yrs to 40 yrs
7. Selection Criteria –
 - Mark allocation depend on Graduation or Post Graduation
 - Priority will be given to those passing in first attempt
 - 5,10 marks will be deducted from overall final marks if passing in 2nd or 3rd attempt passing after 3rd attempt will not be considered for selection.
 - If with candidate score similar marks candidate with higher age (as per birth date) will be given priority

Eligible candidate shall apply online on below mentioned link.

https://docs.google.com/forms/d/e/1FAIpQLSdnjrYVwPFfpn1DPxVq4Lay9r1_YvKXW-Rx6hH6P_tFpgpTRw/viewform?usp=sf_link

Candidates Selected by MCGM will be intimated by mail & message on mobile for interview & further procedure of contractual recruitment. They shall bring original certificates & attested Xerox copies for checking on date as per mentioned in intimation letter.

Last date for application is 5th July 2021 till 4 pm.

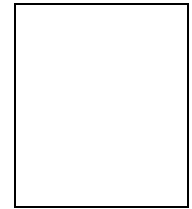
Sd/-
Executive Health Officer

Terms and conditions for the post of Data managers to be appointed on contract basis

1. Candidate shall bear the prescribed qualification for selected posts.
2. Candidate appointed on contract basis will not be able to claim for regular service of the Corporation.
3. The age limit for contractual data manager will be 22 to 40 years.
4. The candidate, if selected will have to submit contract agreement in MCGM format.
5. Data managers will be paid Rs. 75000/- per month. They will not be given any other kind of allowance.
6. The contract is for specific period (Tenure of the post) and the post will expire after the expiry of the term.
7. It will be the responsibility of the appointed data manager to complete the allotted work within the prescribed period of appointment for which a letter of assurance will be taken from them accordingly.
8. No administrative or financial rights of MCGM will be granted to the concerned data manager during the contract period.
9. If the work of a contractual data manager is unsatisfactory during the contract period, the appointment of such data manger on contract basis will be terminated without any prior notice.
10. Applications shall be completely filled in the prescribed form in handwriting. Application in any other format or if incomplete will not be accepted.
11. A recent passport size photograph of the candidate should be affixed with his signature at the place mentioned on the application. Two additional copies of the same photograph must be kept with the candidate for further selection process.
12. Candidates have to ensure that they fulfill all the qualifications and conditions of the post applied for. Candidates will be disqualified at any point of time if they are found to be not fulfilling the prescribed qualifications and conditions.
13. Correspondence address should be clear and complete.
14. Candidates should be present with Certificates of Educational Qualification, Professional Qualifications, Mark sheets, Certificate of Experience. (original copies and attested Xerox copies.)
15. Candidates have to be present at the place of selection at their own cost.
16. Candidates will be disqualified if they are found to have submitted incorrect information / certificates / documents or withheld any information at any time after the commencement of selection process or appointment. Also, if the appointment is made, their contract appointment will be terminated without any prior notice.
17. The Mumbai Municipal Corporation (Services) Rules 1989 and the Greater Mumbai Municipal Services (Conduct) Rules 1999 will not be applicable to the selected candidate after appointment.

Special instructions:

1. The duration of the contract system will be only 6 months.
2. The administration reserves the right to terminate the services of candidates appointed on contract basis without prior notice.
3. As the service of the candidates working during the contract period is temporary, their service will not be considered for seniority or the service will not be given priority for seniority.
4. The selected candidates will have to submit an contract agreement as per MCGM format on a bond paper of Rs. 500/-
5. Applications submitted earlier and received by post at the concerned office and other places will not be considered. Also, please note that MCGM has not given the right to any person or any other organization to sell or accept applications.
6. If a candidate attempts to exert pressure at any stage of recruitment or is found to have resorted to improper means or to arrange for imposters, he will be disqualified from the selection.
7. Candidates are been advised to beware of the promise of getting a job through a person who pretends to be a mediator for MCGM / fraudster.
8. The Mumbai Municipal Commissioner has the power to stop the contractual recruitment process at any time or at any stage for administrative or other reasons.
9. Candidates who are registered with the Service Planning Office / Project Officer are also required to appear in this recruitment process along with the personal resume and original and attested copies of the required certificates.
10. Local candidates will be considered on merit but final decision will be taken by the administration.
11. If a candidate submits any documents after the prescribed time, those documents will not be considered and his application will be deemed ineligible.



Post Name: Data Manager

- 1) a) Full name (Surname first):
b) Fathers / Husband name :

2) Address & Phone no. / Mobile No. / email ID

4) Gender : Male / Female

5) a) Date of Birth : / /

b) Age on Date 01.07.2021 YearMonth

6) Educational qualification

Sr. No.	Educational qualification	Board of Examiners in Schools/ University	Year of Passing	Number of attempt	Details of Marks	Percentage

7) Computer Courses:

Sr. No.	Course title	Duration of Course	Marks / grades	Job Experience related to Course

8) Experience

Sr. no.	Name of Company	Position/ Designation	Period of service	Job Description	Experience certificate (Yes/ No)

Signature of Candidate

Place :

Date: