



National Career Service

Ministry of Labour & Employment



Job Id : 19P67-1006534677301J

Salary: (₹) 22000 - 22875 (Monthly)

Number of Openings: 146

Posted on: 12/11/2024

Last date to apply: 05/02/2025

Company Name:	MSV INTERNATIONAL INC.	Job Title	PAID GOVERNMENT WORK AS DOCUMENT VERIFICATION OFFICER SALARY 22875 FEE 1540
Organisation Type	Private	Sector	IT and Communication
Functional Area	Administration/Back Office Activities	Functional Role	Document Controller

Job Description

Position: Document Verification Officer Type: Permanent Work from Home Working Hours: 4 hours per day, flexible timing Working Days: Monday to Friday: monthly income 22875: Overview: This role involves verify and validate documents submitted by applicants, ensuring that they meet the required standards and eligibility criteria.. The position is ideal for candidates seeking a flexible work schedule while supporting national efforts to maintain the integrity of the pmay. Key Responsibilities: Verify and validate documents submitted for the Pradhan Mantri Awas Vikas Yojana (PMAY) scheme. Ensure the accuracy of the documents provided by applicants, cross-checking information as per guidelines. Maintain confidentiality and integrity of sensitive data throughout the verification process. Report discrepancies or incomplete information and communicate with the respective team for resolution. Complete daily assigned verifications within the specified flexible 4-hour timeframe. . Requirements: Basic knowledge of Excel and using internet explorer. High level of accuracy and attention to detail. Ability to work independently and meet deadlines. Pass a typing test to qualify for the position. Equipment Provided: Computer WiFi connection Application Process: Submit a govt application excise of 1540. Submit a computer security of 5000. All excise submit by online scan code Must be able to join within 5 days of selection. Contact HR Advik Bharadwaj for further details. Candidate have to submit documents high school and intermediate marksheet, aadhar and 1 passport size photo candidate have to submit account details after offer letter Monthly income: 22875 per month Additional Information: This vacancy has been created by NATIONAL CAREER SER. and HR in association with the Prime Minister. If Candidate attempting to misuse the application process or waste time and argument will be marked as time consuming candidates across all job portals in India.

Required Qualifications

Minimum Qualification Required: 12th Pass

Additional Information

Total Experience (in years) 0 - 0

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Job Location	All India	Key Skills	Excel, Document Verification
Nature of job	Work From Home		
Salary (₹)	22000 - 22875	Salary/Wage Type	Monthly
Available to Join in (in Days)	3		
Gender Preferences	Any		
Category	GEN,OBC,OTH,SC,ST		
Ex-Servicemen preferred	No	Number of Openings	146

"Age/Date of Birth" Preference

Age Preferences (in Years)

Age between 18 - 50 years as on 12/11/2024

Date of Birth Preference

Born on or between 12/11/1974 and 12/11/2006

Contact Details

Person Name

ADVIK BHARADWAJ

Mobile Number

9368879195