

M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD.

MUMBAI

**APPLICATIONS ARE INVITED FOR THE POST OF
ASSISTANT (ACADEMICS)**

on Contract basis (initially for a period of one year) for our client

TATA MEMORIAL HOSPITAL

located at PAREL, MUMBAI.

Age: Up to 35 Years (as on 01.03.2025)

Qualification & Experience :

Minimum Graduate in any discipline from a recognized University.

- At least 5 years of professional experience in any working organization out of which atleast 01 years' experience in Academics Department of a Medical College or Institute (**Mandatory**).
- Experience in handling reports pertaining to Academics, knowledge pertaining to Admissions, University enrollments, and processes of the National Medical Council of India, Basic knowledge of Technical Boards, Nursing Councils across the country is essential.

Desirable :

- Experience of handling International Fellowship Training and Liasioning with NMC/ University. Person will be liable to work in any of the outreach centers to setup the Academic Departments and Administration. The person should have good knowledge of Information, Communications & Technology and independently correspond with various regulatory medical bodies. Preference will be given to the professionals who have worked in any apex oncology setups.
- Candidates working in the private sector in the Administration should have 05 years' of overall experience out of which at least 01 years' experience in the academic department of a Medical College or Institute.

Knowledge : A good working knowledge and skills of Microsoft applications (Word, Access, Excel, PowerPoint, and Outlook), including a good understanding and practical experience of using databases, spreadsheets, and the Internet. Noting and Drafting letters / emails.

Skills :

- Excellent written and verbal communication skills.
- Ability to use Internet to research for materials.
- Planning, prioritization and time management skills.
- Excellent logistical skills – making arrangements for travel, complex diary management.
- Excellent interpersonal skills, dealing with people at senior levels professionally and with appropriate confidentiality

Remuneration: Between Rs. 35,000/- to Rs. 50,000/- per month.

Job Location: The person selected will be Liaisoning between Tata Memorial Centre & Homi Bhabha National Institute and may work from both locations i.e. TMH Parel as well as HBNI, BARC Campus Anushakti Nagar.

GENERAL CONDITIONS:

The last date of online application is 05.04.2025.

To apply, click on the link: https://tmc.gov.in/Temp/frm_Registration.aspx

- a) No hard copy of the application will be accepted. Applications received after due date will not be considered.
- b) Candidates will be screened based on the information provided by them in their Application form. Incomplete applications will be summarily rejected.
- c) The applicant must possess a valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of the interview will be provided through email to the eligible candidates only.
- d) Candidates who would be called for Interview are required to **carry their updated Resume, original documents along with one set of copy** in support of the details furnished in the Application Form regarding Date of Birth, Educational Qualifications, Experience, Aadhaar card, PAN card, etc., failing which such applicants will not be allowed to appear for the interview.

All outstation candidates are required to make a note that accommodation will not be provided.

(We, M/s. Principle Security & Allied Services Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)
Supervisor
M/s. Principle Security & Allied Services Pvt. Ltd.