

M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD
WALK IN INTERVIEW

Reporting Time 09:30 A.M. TO 11.00 A.M

For deployment at

HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, NEW CHANDIGARH
(A unit of TMC, A Grant-in-Aid institute under Department of Atomic Energy, Government of India)

AT

VENUE: Homi Bhabha Cancer Hospital & Research Centre, New Chandigarh,
Medicity, SAS Nagar, Punjab

Sr No	Date of Interview	Name of Post	Education Qualification, Experience & Age Limit	No of Post	Salary
01	02/04/2025	Deputy Administrative Officer	Graduate from a recognized university. Post Graduated Degree / Diploma in Personal Management/ Human Resource Management/ Healthcare Management from reputed Institution. Experience: (I)At least 5 years relevant administrative experience in supervisory capacity in a govt. Office/ University/ Technological institution or an organization of repute which may include activities related to examinations, academics, establishment general administration, R&D, student affairs, accounts etc. (II) Experience in handling computerized administration/ Financial Matters. (III) Proficiency in the use of variety of computer office application, M.S. word, Excel, Power point or Equivalent is a must. Age Limit – Up to 40 Year	01	Rs. 50,000 /- to Rs. 60,000/-

Eligible candidates may attend the interview at H.R.D Dept, Homi Bhabha Cancer Hospital & Research Centre, New Chandigarh, Medicity, Mohali, Punjab.

1) Photocopy of documents to be submitted at the time of Interview:

- i. **Copy of:** Resume and 2 recent passport size photographs are mandatory.
- ii **Date of Birth Proof:** Birth Certificate/School leaving Certificate/SSC passing certificate
- iii. **Educational Qualification:** Mark Sheet & passing certificate for final examinations.
- iv. **Experience Certificate:**
 - i. **Past Employment:** Experience certificate indicating the date of joining and relieving.
 - ii. **Current Employment:** Appointment letter and last pay slip.
 - iii. **Copy of:** PAN Card and Aadhar Card

2) The candidate should also carry the original documents for verification purpose.

3). In case of more candidates, MCQ test will be conducted and eligible candidates will be shortlisted for the interview accordingly.

4) We reserves the right to fix minimum eligibility standard/bench mark and restrict no of candidate call for written examination/Interview/Skill Test taking into account various factors like no of vacancies, percentage

of marks in graduate/post Graduate Degrees etc. we also reserves the right to fix minimum eligibility standard/cut-off marks(Group/Stream/Discipline/Category-wise etc.) while finalizing such candidates to be called for Written test/Interview/Skill test. The decision of the ompetent Authority in this regards shall be final and binding and no correspondence in this regards will be entertained with the candidates.

5) We reserves the right to restrict the number of candidates called for the Written Examination/Interview/Skill test to a reasonable Limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Written test//Interview/Skill test.

6) In case it is found at any stage of recruitment that the candidate does not eligibility and/or, the candidate has furnished any incorrect/false/incomplete information or has suppressed any material fact (s), his/ her candidature will be cancelled. If any shortcoming is detected, even after appointment, the Services of the candidate are liable to be terminated forthwith. Therefore, before applying for any post, the candidate should ensure that he/she fulfills all the eligibility criteria under the norms mentioned in the advertisement.

7) Canvassing in any form will disqualify the candidature.

Norms can be relaxed for the deserving candidates with relevant experience.

The above advertised post may increase or decrease as per the requirement of the institute.

(We, M/s. Principle Security & Allied Services Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Homi Bhabha Cancer Hospital & Research Centre, Punjab on contract.)

In case of any queries please contact: bo.jalandhar@psas.in, outsourcing@hbchrcm.tmc.gov.in, 18005721201 or 01602810091 (EXTN: 3616)

Sd/-
Supervisor (PSAS)