

**M/S. INNOVSOURCE 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, PUNJAB****(A unit of TMC, A Grant-in-Aid institute under Department of Atomic Energy, Government of India)****VENUE: Homi Bhabha Cancer Hospital & Research Centre, New Chandigarh,****Medicity, SAS Nagar, Punjab**

<b>Sr. No</b>	<b>Date of Interview</b>	<b>Name of Post</b>	<b>Education Qualification, Experience &amp; Age Limit</b>	<b>No of Post</b>	<b>Salary</b>
1.	10.06.2025	Executive Assistant	<b>Qualification:</b> Post-Graduation from recognized university, preferably MBA. <b>Knowledge:</b> Good working Knowledge and skills of Microsoft applications (Word, Access, Excel, Power Point, and Outlook) including a good understanding and practical experience of using data bases spreadsheet and the internet. Understanding of financial Spreadsheet in Excel. <b>Skills:</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication Skills.</li> <li>• Ability to use internet to research for materials.</li> <li>• Planning, priorities and time management skills.</li> <li>• Excellent Logistical Skills – Making Arrangement For travel, Complex Diary Management</li> <li>• Excellent interpersonal Skills, Dealing with people at senior levels professionally and with appropriate confidentiality.</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>• At Least 3 years professional experience in similar capacity.</li> <li>• Experience of working under pressure in order to meet tight and changing deadlines.</li> </ul> <b>Attributes:</b> <ul style="list-style-type: none"> <li>• A tactful, assertive and articulate voice able to interact effectively with a wide range of people from variety of Cultural Backgrounds and levels of seniority, including the director and senior colleagues.</li> <li>• Ability to work to deadline by sending priorities and managing workloads.</li> </ul> <b>Age Limit – up to 40 years</b>	01	Rs.50,000/- to 60,000/-

2.	10.06.2025	Assistant Administrative Officer	<p>Graduation/ Post Graduation Degree from a recognized university. Diploma in personnel management / Human Resource Management / Healthcare Management or Equivalent from reputed Institution.</p> <ul style="list-style-type: none"> <li>At least 2 years relevant experience in Establishment Matters in Govt. Offices/ Institutions or an organization of repute which may include activities related to Establishment and Discipline matters, Recruitment, Promotions, Govt. rules and regulations, RTI, Labour Laws and related matters.</li> </ul> <p><b>Age Limit – Up to 35 years.</b></p>	01	Rs. 30,000/- to 35,000/-
3.	10.06.2025	Deputy Administrative Officer (Academics)	<p>Graduation/ Post Graduation Degree from a recognized university. Diploma in Personnel Management/ Human Resource Management/ Healthcare Management from reputed Institution.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>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&amp;D, student affairs, accounts etc.</li> <li>Experience in handling computerized administration/ Financial Matters.</li> <li>Proficiency in the use of variety of computer office application, M.S. word, Excel, Power point or Equivalent is a must.</li> </ul> <p><b>Age Limit – Up to 40 Year</b></p>	01	Rs. 50,000/- to 60,000/-

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

**General Conditions:**

1) **Age & Experience** will be reckoned as on Date of walk in interview.

2) **Age Relaxation:** Relaxation for upper age to the person belonging to Reserved Categories such as SC/ST/OBC/ as per the instruction of Government of India.

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/10th passing certificate

iii. **Educational Qualification:** Mark Sheet & passing certificate for final examinations.

iv. **Experience Certificate:**

- Past Employment:** Experience certificate indicating the date of joining and relieving.
- Current Employment:** Appointment letter and last pay slip.
- Copy of:** PAN Card and Aadhar Card

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

- 3) Candidates will not be entertained at the venue before or after the scheduled date and time.
- 4) In case of more candidates, MCQ/Skill Test will be conducted and eligible candidates will be shortlisted for the interview accordingly.
- 5) We reserve the right to fix minimum eligibility standard/bench mark and restrict no of candidate call for written examination/Interview/Skill Test considering various factors like no of vacancies, percentage of marks in graduate/post Graduate Degrees etc. we also reserve 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 competent Authority in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates.
- 6) We reserve 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.
- 7) 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 facts, 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.
- 8) Canvassing in any form will disqualify the candidature. Norms can be relaxed for the deserving candidates with relevant experience.
- 9) The above advertised post may increase or decrease as per the requirement of the institute. The posting will be at New Chandigarh or Sangrur as per institutional requirement.

We, M/s. Innovsource 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: [outsourcing@hbchrcm.tmc.gov.in](mailto:outsourcing@hbchrcm.tmc.gov.in), tmc.chd@innov.in, 01602810091 (EXTN: 3616), 9988725786.

**Sd/-**  
**Supervisor**  
**(Innovsource Services)**