

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**

Sr. No	Date of Interview	Name of Post	Education Qualification, Experience & Age Limit	No of Post	Salary
01	30/09/2025	Patient Care Coordinator	Graduate with Patient Navigation/ MBA in Healthcare Management or Equivalent. Preference will be given to candidate with one year experience in patient care Coordinator. Age Limit –Up to 30 Years	03	Rs 25,000 /- to Rs.30,000/-
02	01/10/2025	Assistant Administrative Officer (TPA)	Graduate from a recognized university. Post Graduate Degree / Diploma preferably in Healthcare Management from reputed Institution. Experience of 2 years in the department of Administration/ Finance dealing with General Administration, knowledge of GFR, Procurement and govt. rules and regulations etc. The candidate having experience in TPA and health insurance sector with Knowledge of claim procuress will be preferred. Age Limit – Up to 35 years.	01	Rs. 30,000/- to Rs. 35,000/-
03	01/10/2025	Academics & Research Administrative Officer	Graduate from a recognized university. Post Graduated Degree / Diploma in Personnel Management/ Human Resource Management/ Healthcare Management from reputed Institution or Equivalent. Experience of 5 years in the dealing with academic/ Establishment matters in educational institute with Knowledge of govt. rules, procedures, and related matters. Age Limit – Up to 40 Year	01	Rs. 50,000/- to Rs. 60,000/-
04	01/10/2025	Deputy Administrative officer (HRD)	Graduate from a recognized university. Post Graduate Degree / Diploma in personnel management / Human Resource Management / Healthcare Management or Equivalent from reputed Institution. Experience of 5 years in dealing with Establishment Matter / Disciplinary Matters, DOPT Guidelines, RTI and other Govt. rules and regulations etc. Age Limit – Up to 40 years.	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.

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 test/Skill Test will be conducted and eligible candidates will be shortlisted for the interview accordingly.
 - 5) 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 competent Authority in this regards shall be final and binding and no correspondence in this regards 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, tmc.chd@innov.in, 01602810091 (EXTN: 3616).

Sd/-
Supervisor
(Innovsource Services)