

**FILLING UP OF POSTS**

Tata Memorial Centre (TMC), Mumbai invites applications from eligible candidates for various posts on temporary basis to establish **AP State Chapter of NCG at HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, AGANAMPUDI, VISAKHAPATNAM.**

S.No	Name of the Post	No.Of Posts	Job Description	Qualification & Experience	Salary per month in Rs.
1	Secretariat Coordinator (on-site)	1	Coordinates the activities of the State Chapter with the help of administrative assistant and reports to the Secretary	MBBS/BDS/BAMS/BHMS. PG Diploma in Clinical Research is desirable.	40,000/-
2	Administrative Assistant (on-site)	1	Assists the Secretary and the Coordinator for implementation of State Chapter activities	Graduate degree in the relevant field with computer course in Ms Office software. One year's experience in the relevant field is desirable.	21,100/-
3	IT person (on-site)	1	In charge of online networking and IT support	B.E/ B.Tech in Computer Science or Graduate in equivalent field with minimum 50% marks from Govt. Recognized university. Candidate should have minimum one year experience in configuration / trouble shooting / maintain PC's server, Server administration. Candidates having prior relevant experience of working in Healthcare Industry will be desirable.	21,100/-
4	Project coordinator (Job Location at Vijayawada)	1	Coordinates with state health dept, to get requisite permissions and other tasks	Post Graduation in Science (M.Pharm, Life Science, Biotech, Zoology, Botany, etc.) with PG Diploma in clinical Research is mandatory.	23,000/-

**HOW TO APPLY:**

Eligible candidates may forward their updated CV to [hrd@hbchrcv.tmc.gov.in](mailto:hrd@hbchrcv.tmc.gov.in) on or before 14<sup>th</sup> November 2022.

All correspondence with the applicants will be done through email only. Candidates shortlisted based on qualification, relevant experience and likely to be suitable for the positions only will be called for the interview. Information regarding the date of the interview will be provided through email to the shortlisted candidates.

**For queries call on: 0891-2871—Extn: 538**

HRD  
HBCH&RC  
Visakhapatnam.