

## Job Vacancy Detail

Adv No. : OS/VIZAG/23/47  
 Advertisement Name : WALK-IN INTERVIEW FOR THE POST OF Admin Assistant ON 23.11.2023 BETWEEN 09:30 A.M TO 10:30 A.M for deploying at Homi Bhabha Cancer Hospital & Research Centre, Aganampudi, Visakhapatnam  
 Start DateTime : 23/11/2023 To End DateTime : 23/11/2023

## Available Job Posts

Sr No.	Post	Adv Type	Pay Flag	Is Online	Click Online availability
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## Description

**M/S PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.**

Advt. No. OS/VIZAG/23/47

Date:17.11.2023

**WALK-IN INTERVIEW FOR THE POST OF****Admin Assistant****ON****23.11.2023****BETWEEN 09:30 A.M TO 10:30 A.M**

for deploying at

**Homi Bhabha Cancer Hospital & Research Centre,  
Aganampudi, Visakhapatnam**

Serial No.	Name of Post	Essential Qualification, Experience & Age Limit	Number of Posts	Consolidated Salary
01.	Office Assistant	1. Any Graduate, B.com is preferable. 2. 02 years' Experience in Billing Section.  <b>Desirable Experience:</b> Preference will be given to candidates dealing with Arogyasree Scheme, other Government Medical schemes & also dealing with credit facilities of PSU/ Government Organizations.  <b>Age Limit:</b> 27 Years.	01	Rs. 21,700/- Per Month

**Tenure of Services:** The tenure of the post will be for a fixed period of six months from the date of joining and further extendable as per requirement.

**Age Limit:** Age limit is relaxable for candidates belonging to SC/ST/OBC/PWD category as per Government of India instructions. Age relaxable maximum by 5 years for TMC Employees and employees working in TMC on Temporary basis/ under project / on contract basis etc.

**Note:** The number of posts mentioned above are likely to increase/decrease as per the requirement of the centre.

The above-mentioned posts are purely temporary. Interested candidates may come along with updated resume, recent passport size photograph, photo copy of Pan Card, Aadhar card Original certificates and one set of self-attested copies of all certificates at HRD Department first floor Homi Bhabha Cancer Hospital Research Centre, Visakhapatnam.

For any Query call on 0891-2871 (Extn- 538)

**Supervisor**  
**M/s. Principle Security & Allied Services Pvt. Ltd.**