

TATA MEMORIAL CENTRE
(HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, MULLANPUR, PUNJAB)

ADVT.NO.: TMC/HBCHS/ 284/2021

Dt. 30.09.2021

WALK IN INTERVIEW

At

Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Medicity Mullanpur (Mohali), Punjab

Sr. No.	Designation	Norms	Salary	No. of Post	Date of Interview
1	Assistant Accounts Officer (On Contract Basis)	ICWAI / CA / MBA (Finance) / Post Graduate in Commerce or passed SAS or equivalent examination. Experience in the Accounts Department dealing with Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. Candidates with CA / ICWA qualification should have 2 years' experience. Candidates with MBA (Finance), SAS or equivalent examination or Post Graduate in Commerce should have 4 years' experience. Candidates well versed with Government procedures will be preferred. Age Limit – 35 Years	Rs.25,000/-	01	12.10.2021 (Between 9:30 AM – 11:30 AM)
2	Assistant Purchase Officer (On Contract Basis)	Graduate from a recognized University. Post Graduate Degree / Diploma in Material Management from a reputed Institution. The candidates should have 02 years' experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He / She should be well versed with customs clearance formalities, Purchase / Stores Information Systems and modern methods of Material Management. Candidates well versed with Government procedures will be preferred. Age Limit – 35 Years	Rs.25,000/-	01	
3	Assistant Stores Officer (On Contract Basis)	Graduate from a recognized University. Post Graduate Degree / Diploma in Material Management from a reputed Institution. The candidates should have 02 years' experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He / She should be well versed with customs clearance formalities, Purchase / Stores Information Systems and modern methods of Material Management. Candidates well versed with Government procedures will be preferred. Age Limit – 35 Years	Rs. 25,000/-	01	
4	Assistant Administrative Officer (On Contract Basis)	Graduate from a recognized University. Post Graduate Degree / Diploma in Personnel Management / Human Resource Management / Healthcare Management from a reputed Institution. Experience of 02 years in the department of H.R.D./ Administration / Personnel dealing with General Administration, Recruitment, Establishment matter etc. Candidates well versed with Government procedures will be preferred. Age Limit – 35 Years	Rs.25,000/-	01	
5	Assistant (On Contract Basis)	Graduate from a recognized University. Computer Course of minimum 3 months duration in Microsoft Office. Candidates with Diploma or Degree in Computer or Information Technology are exempted from 3 months computer course. 01 years of clerical experience preferably in Hospital, Central Govt., Autonomous Body etc. Age Limit – 30 Years	Rs.21,100/-	05	
6	Office Clerk (On Contract Basis)	Any Graduate from recognized university, Good typing speed, computer knowledge. Minimum 1 year experience preferable. Age Limit – 27 Years	Rs. 18,600/-	08	14.10.2021 (Between 9:30 AM – 11:30 AM)

The above-mentioned posts are purely temporary. Interested candidates may come for Walk-in-interview along with Bio-data, recent passport size photograph, photo copy of PANCARD, original certificates and one set of attested copies of all certificates at Plot No. 1, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Medicity, Mullanpur, Mohali (SAS Nagar), Punjab - 140901.

(Mihir R. Panda)
Asst. Administrative Officer