

M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD.
MUMBAI

Applications are invited for the post of

Sr. ADMINISTRATIVE ASSISTANT (HR)

on Contract basis (initially for a period of one year) for our client

TATA MEMORIAL HOSPITAL

located at **PAREL, MUMBAI.**

Qualification: Graduate in any stream. Computer course from MS-CIT or equivalent or Computer course of minimum 3 months.

Experience: The candidate should have minimum five years of work experience in Human Resource Department. Candidate should be well versed with HR Policies and Procedures, Data Management, etc. Candidates with expertise in use of MS Excel and with excellent written and verbal communication skills will be preferred.

Remuneration: Between Rs. 30,000/- to Rs. 35,000/- p.m.

Job Location: Tata Memorial Hospital, Dr. E. Borges Marg, Parel, Mumbai – 400 012

GENERAL CONDITIONS:

- a) Last date of online application is **14th December, 2022.**
To apply click on the link: https://tmc.gov.in/temp/frm_Registration.aspx
- b) No hard copy of the application will be accepted. Applications received after due date will not be considered.
- c) In case of receipt of more applications, examination will be conducted and eligible candidates will be shortlisted for the interview, accordingly.
- d) Candidates who would be called for Interview are required to **carry their resume, original documents along with one set of copy** in support of the details furnished in the application form regarding date of birth, qualifications, experience, Aadhaar, PAN card, etc., failing which such applicants will not be allowed to appear for Interview.

(We, M/s. Principle Security & Allied Services Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)

Supervisor

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