

ADVT NO: OS/05/2022

Dated: 21.03.2022

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

Applications are invited for the post of **Administrative Assistant** on Contract basis (initially for a period of one year) for our clients' office "TATA MEMORIAL HOSPITAL" located at PAREL, MUMBAI.

Administrative Assistant

Qualification : Graduate degree in any discipline with computer course in office software with good exposure to MS Word, Excel & Power Point.

Experience : Two years experience working in Purchase Department in any Organization / Institute. Preferences will be given to those who have hospital experiences.

The candidates should have good writing and communication skills.

Remuneration : Rs. 21,100/-p.m.

Job Location : Tata Memorial Hospital, Parel, Mumbai- 400012

GENERAL CONDITIONS :

1. (a) Last date for submission of application is 25.03.2022 upto 5.30 p.m. (Indian Standard Time).
(b) Candidates must post their resume to principlesecuritiespurchase22@gmail.com only.
(c) Candidates will be initially screened and called for Interview on the basis of information provided by them in the application form.
(d) Incomplete applications will be summarily rejected.
(e) 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, caste, etc., failing which such applicants will not be allowed to appear for Interview.

(f) M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD. reserves the right to restrict the number of candidates called for the Interview to a reasonable limit, on the basis of qualifications and experience of the applicants.

(g) Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Interview.

(h) In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and / or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact (s), 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 the post, the candidate should ensure that he / she fulfills all the eligibility criteria under the norms mentioned in the advertisement.

(i) M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD. also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.

2. M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD. does not take any responsibility for non receipt of application through E-mail.

3. All the outstation candidates are required to make a note that accommodation will not be provided.

(a) The applicant must possess valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only.

(b) M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD. will not be responsible for any loss of email sent, due to invalid/wrong Email ID provided by the candidate or delivery of emails to spam/bulk mail folder etc.

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