

ADVT NO.: OS/MUL/23/276

Dt.20.06.2023

M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD.
WALK IN INTERVIEW

ON DT. 10.07.2023 (MONDAY) B/W 09:30 A.M. TO 11.00 A.M

for deploying at

HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, MULLANPUR

ON CONTRACT BASIS (THROUGH THIRD PARTY)

Sr. No.	Name of Post	Education Qualification, Experience & Age Limit	Salary Per Month	No. of Post
1	Senior Administrative Assistant	BDS/BAMS/BHMS/MBBS with Post Graduation Degree in Hospital Administration/MBA in Health Care Management/M.H.A. and 2 year's work experience (preferably in an administrative role in a Hospital). Candidate should have Good communication skills Verbal & written, proficiency in English Ability to communicate with internal teams & external stakeholders over mail & calls, Good Knowledge of Ms. Office (Word, Excel, PowerPoint) Age Limit- 30 Years	Rs. 40,000/- To Rs. 45,000/-	01
2	Public Relation Officer	Graduate, Diploma/Post Graduate in Public Relation and Journalism Mass Media. Minimum 2 years' experience in the same field. Scope of Work: The candidate should possess excellent writing skills and knowledge of research and scientific terminology having good oral and presentation skills and also well-versed with latest social media platforms in handling computer software, mobile applications such as YouTube, Twitter account, etc. Needs to coordinate with local community people, politicians. Co-ordinate regularly with local leading newspapers of Chandigarh & Punjab region. The candidate should have a complete knowledge of event management. He/she should be well versed with the usage of MS Office (Word, Excel and Power Point). Age Limit- Up to 30 Years	Rs. 40,000/- To Rs. 45,000/-	01
3	Housekeeping Supervisor	Diploma / Degree in Sanitary Inspector or Hotel Management with one-year experience in relevant field. Age Limit- Up to 27 Years	Rs. 23330/- to Rs. 25000/-	01

Eligible candidates may attend the interview at **HRD Dept, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur (Mohali), Medicity (New Chandigarh), Punjab**. The candidates are required to bring along with them updated Resume, Passport size Photograph, xerox copy of PAN card, Aadhaar card, copies of all Educational and Experience Certificates. In case of more candidates, MCQ test will be conducted and eligible candidates will be shortlisted for the interview accordingly.

(We, M/s. Principle Security & Allied Services Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Homi Bhabha Cancer Hospital & Research Centre, Punjab on contract basis)

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