

ADVT NO: OS/MUL/27/2026

Dated: 14/05/2026

M/S. INNOVSOURCE SERVICES PVT.LTD.

WALK IN INTERVIEW

Reporting Time 09:30 A.M. TO 11.00 A.M

For deployment at

HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, PUNJAB

(A unit of TMC, A Grant-in-Aid institute under Department of Atomic Energy, Government of India)

AT

**VENUE: Homi Bhabha Cancer Hospital & Research Centre, New Chandigarh,
Medicity, SAS Nagar, Punjab**

Sr. No	Date of Interview	Name of Post	Education Qualification, Experience & Age Limit	No of Post	Salary
1.	22/05/2026	Horticulture Supervisor	Qualification: Should Possess at least 10+2 Educational Qualification and certificate/Diploma course in Gardening Training in Horticulture or in Agriculture from a recognised university/Institution. Or B. Sc (Agriculture/Horticulture) from recognised university/Institution. Experience: One year experience in relevant field. Age Limit – Up to 30 years	01	Rs. 26,210/-
2.	22/05/2026	Housekeeping Supervisor	Diploma in Sanitary inspector or Hotel Management with one-year experience OR 12th pass with 3-year experience in relevant field. Age Limit –Up to 40 Years	01 (Male) 01 (Female)	Rs. 26,210/-
3.	05/06/2026	Telephone Operator	12th Std passes (in any stream). Up to 3 years' experience of working in BPO operations, including + handling exchange board preferably EPABX and related services. Ability to converse in English, Hindi and Punjabi. Candidates have to work in shift duties including nights, Sundays and holidays and also in reception and other office area. Age Limit – Up to 27 Years	01	Rs. 23,870/-

4.	05/06/2026	Assistant Administrative Officer (For Office of Medical Superintendent)	<p>Bachelor Degree in any discipline</p> <p><u>Administrative & Office Skills:</u></p> <ul style="list-style-type: none"> • Excellent communications skills (Written & verbal) • Document drafting, letter writing, report preparation • Calendar management and appointment scheduling • Meeting coordination, minutes writing, follow-up • Record management (digital and paper) • Knowledge o statutory hospital requirements (for government hospitals) • Coordination with internal and external stakeholders for legal compliance • Handling patient grievances and feedbacks <p><u>Technical Skills:-</u></p> <ul style="list-style-type: none"> • MS Office (Word, PowerPoint, Excel) • Typing Speed 40-50 wpm <p><u>Attributes:-</u></p> <ul style="list-style-type: none"> • Professionalism and confidentiality • Multitasking and time management • Ability to work under pressure in hospital environment • Strong interpersonal skills (frequent interaction with staff, patients, external agencies) • Must have proficiency in English, Hindi, and Punjabi (both spoken and written) <p>Experience: At least with 2 years of experience in administrative or secretarial role or with similar work profile in hospital.</p> <p>Age Limit- up to 35 Years</p>	01	Rs. 30000/- to Rs. 35000/-
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Eligible candidates may attend the interview at H.R.D Dept, Homi Bhabha Cancer Hospital & Research Centre, New Chandigarh, Medicity, Mohali, Punjab.

1) Photocopy of documents to be submitted at the time of Interview:

- i. **Copy of:** Resume and 2 recent passport size photographs are mandatory.
- ii. **Date of Birth Proof:** Birth Certificate/School leaving Certificate/SSC passing certificate
- iii. **Educational Qualification:** Mark Sheet & passing certificate for final examinations.
- iv. **Experience Certificate:**
 - i. **Past Employment:** Experience certificate indicating the date of joining and relieving.
 - ii. **Current Employment:** Appointment letter and last pay slip.
 - iii. **Copy of:** PAN Card and Aadhar Card

2) The candidate should also carry the original documents for verification purpose.

3). In case of more candidates, MCQ test will be conducted and eligible candidates will be shortlisted for the interview accordingly.

4) We reserve the right to fix minimum eligibility standard/bench mark and restrict no of candidate call for written examination/Interview/Skill Test considering various factors like no of vacancies, percentage of marks in graduate/post Graduate Degrees etc. we also reserve the right to fix minimum eligibility standard/cut-off marks (Group/Stream/Discipline/Category-wise etc.) while finalizing such candidates to be called for Written test/ Interview/ Skill test. The decision of the competent Authority in this regards shall be final and binding and no correspondence in this regards will be entertained with the candidates.

5) We reserve the right to restrict the number of candidates called for the Written Examination/Interview/Skill test to a reasonable Limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for written test//Interview/Skill test.

6) In case it is found at any stage of recruitment that the candidate does not eligibility 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 any post, the candidate should ensure that he/she fulfills all the eligibility criteria under the norms mentioned in the advertisement.

7) Canvassing in any form will disqualify the candidature.

8) Candidate should fulfill the minimum eligibility criteria.

9) Age and experience may be relaxed in the respect of candidates possessing higher qualifications and/ or deserving candidate, after due process/recommendation of selection committee and approval of competent authority.

10) This advertisement is only for Indian Nationals.

Norms can be relaxed for the deserving candidates with relevant experience.

The above advertised post may increase or decrease as per the requirement of the institute.

The posting may be at new Chandigarh or Sangrur as per institutional requirement.

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

In case of any queries please contact: outsourcing@hbchrcm.tmc.gov.in, 18005721201 or 01602810091 (EXTN: 3616).

Sd/-
Supervisor
(Innovsource Services)