

M/S INNOVSOURCE SERVICES PVT. LTD

Advt. No. OS/VIZAG/26/21

Date:23.06.2026

WALK-IN INTERVIEW FOR THE POSTS OF

Admin Assistant & Office Helper

ON

08.07.2026

BETWEEN 09:30 A.M TO 10:30 A.M

for deploying at

**Homi Bhabha Cancer Hospital & Research Centre,
Aganampudi, Visakhapatnam**

Serial No.	Name of Post	Essential Qualification & Experience	Number of Posts	Consolidated Salary
(a)	Admin Assistant	<p><u>Education Qualification:</u></p> <ul style="list-style-type: none">• Graduation in any stream plus certificate course of minimum 6 months in computer application from a recognized institute is mandatory. <p><u>Experience:</u></p> <ul style="list-style-type: none">• Experience is reckoned post qualification only.• Candidates should have minimum 3 years Clerical experience. <p>Age Limit: 30 Years</p>	01	Rs.23,870/- Per Month
(b)	Officer Helper	<ul style="list-style-type: none">• Any Graduate with Minimum 01-year Experience in Office work.• Experience is reckoned post qualification only. <p>Age Limit: 27 Years.</p>	01	Rs. 18,020/- Per Month

Tenure of Services: The tenure of the post will be for a fixed period of six months from the date of joining and further extendable as per requirement.

Note:

1. The number of posts mentioned above are likely to increase/decrease as per the requirement of the centre.
2. It is mandatory to bring all original certificates and on set of Xerox copies (Education, Experience/ Relieving & last 3 months Payslip) at the time of interview, without which candidate strictly will not be allowed to attend the interview. Also, Candidate is ready to provide any additional employment proof documents if required pre or post interview.
3. Willing to work in shift duties including nights, Sundays and Holidays.
4. Age Relaxation can be given to the exceptional candidate for Admin Assistant post based on the recommendations by the committee.

The above-mentioned posts are purely temporary. Interested candidates may come along with updated resume, recent passport size photograph, photo copy of Pan Card, Aadhar card Original certificates and one set of self-attested copies of all certificates at HRD Department first floor Homi Bhabha Cancer Hospital Research Centre, Visakhapatnam.

For any Query call on 0891-2871 (Extn- 538)

Supervisor
M/s. Innovsource Services Pvt. Ltd.