

M/S INNOVSOURCE SERVICES PVT. LTD

Advt. No. OS/VIZAG/26/13

Date:10.04.2026

WALK-IN INTERVIEW FOR THE POST OF **AAO (Assistant Accounts Officer) & Office Helper**

ON

24.04.2026

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 & Age Limit	Number of Posts	Consolidated Salary
(a)	AAO (Assistant Accounts Officer)	1. CA/CAMA or 2. CA Inter /CMA Inter With 03 years' experience / article ship experience in the accounts Department dealing with Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. (or) 1. MBA (Finance), SAS or 2. Equivalent Examination or 3. Post Graduate in Commerce With 05 years' experience in the Accounts Department dealing with billing, Salary, Budget, Cash & Bank, Balance Sheet etc. Age Limit: 35Years.	01	For Candidates with CA/CMA or CA Inter /CMA Inter: The consolidated monthly salary will range from Rs. 35000/- to Rs.45000/- For Candidates with an MBA in Finance, SAS Certification, or equivalent examinations, or a post Graduate degree in Commerce: The consolidated monthly salary will range from Rs. 25506/- to Rs.30000/-
(b)	Officer Helper	Any Graduate with Minimum 01-year Experience in Office work. Experience is reckoned post qualification only. Age Limit: 27 Years.	01	Rs. 17,525/- 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.

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.

Job Description of AAO:

1. Assist in preparation and maintenance of Financial records, vouchers, bills, and invoices.
2. Maintain cash book, ledger entries, and basic accounting registers.
3. Overall Review & supervision of Billing Section
4. Statutory Remittances.
5. GST TDS, GST & TDS returns
6. Handling Project Accounting
7. Co-ordination with Internal / External Auditors
8. Proficiency in MS Office (Word, Excel, Email) Assist in Data entry and document digitization.
9. Support day-to-day activities or any additional tasks.

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

Supervisor
M/s. Innovsource Services Pvt. Ltd.