

**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
01	09/03/2026	Research Associate (Medical Writer)	<p><b><u>Qualification</u></b> M. Sc (Botany/ Zoology/Life Sciences/ Biology)/ M. Pharma or Equivalent post graduate degree in relevant discipline with 03 year experience in Medical Writing and research experience in a reputed Organization/ Hospital/ Institution.</p> <p><b>Or</b> Pharma D. (Doctor of Pharmacy) from reputed institution with 1 year of experience in Medical Writing and research experience in a reputed Organization/ Hospital/ Institution.</p> <p><b>Or</b> PhD in relevant discipline and requisite desired experience</p> <p><b>Or</b> MBBS/BDS with at least 1 year experience in Medical Writing/Research. Prior experience in medical/scientific writing, strong background in research paper and article writing in renowned journals (SCOPUS, PUBMED, EMBASE etc.) Familiarity with Oncology Literature will be an advantage.</p> <p><b><u>Job Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>To Support senior faculty members in academic and research activities.</li> <li>Assisting in drafting and editing research paper.</li> <li>Medical writing including regulatory writing, scientific writing, literature review.</li> <li>Manuscript preparation for peer reviewed journals</li> <li>Writing and reviewing oncology- related research articles.</li> <li>Supporting academic publications and research documentation.</li> <li>Proposal writing, data handling.</li> <li>Skills in MS Office.</li> <li>Academic &amp; Research Coordination, Research Analysis.</li> </ol> <p><b>Age limit– Up to 45 Years</b></p>	1	Rs. 50,000/- to Rs. 60,000/-

02	09/03/2026	Academics & Research Administrative Coordinator	M Sc. / M. Tech in Biotechnology/ Life Sciences/ Bio Sciences/ Biomedical Science / Biochemistry or integrated PG degree with less than 3 years of research experience. Proficiency in research project work, data handling, manuscript writing and proposal writing. <b>Age Limit- up to 40 Years</b>	01	Rs. 50,000/- to Rs. 60,000/-
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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.

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](mailto:outsourcing@hbchrcm.tmc.gov.in), 18005721201 or 01602810091 (EXTN: 3616)

**Sd/-**  
**Supervisor**  
**(Innovsource Services)**