

**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	24/02/2026	Deputy Administrative officer (Administration & Legal)	<p><b><u>Qualification:</u></b> Graduate from recognised university. Post graduate degree/ diploma in Personnel Management, Law, Healthcare Management or equivalent from a reputed institution.</p> <p><b><u>Experience:</u></b> Experience of 5 years in the field of general administration and/ or handling legal matters in the govt/ Autonomous bodies is required.</p> <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Process administrative proposals, Notes and office correspondence in accordance with applicable rules and procedures.</li> <li>• Maintain file, registers, records and data related to administration and legal sections.</li> <li>• Coordinate with various department/ sections for smooth administrative functioning.</li> <li>• Assist in handling legal matter of the organization including maintaining record of court cases, legal correspondences and timely compliance of court orders..</li> <li>• Perform any other duties assigned by the competent authority in the interest of the organization.</li> </ul> <p><b>Age Limit– Up to 40 Years</b></p>	01	Rs. 50,000/- To Rs. 60,000/-

02	24/02/2026	In- Charge Medical Social worker	Post graduate in Social Work/ Social Science/ Sociology from a recognizes university/ Institution with minimum 5 year experience in healthcare organization preferably dealing with medical/public health services. <b>Age Limit– Up to 40 Years</b>	01	Rs. 50,000/- To Rs. 55,000/-
03	24/02/2026	Assistant Public Relation Officer	Graduate/Diploma/Post Graduate in Public Relation or Journalism or Mass Media or equivalent from recognized university. Minimum 2 years' experience in the relevant field. <b>Job Description:</b> <ul style="list-style-type: none"> <li>• The candidate should possess excellent writing skills and knowledge of research and scientific terminology</li> <li>• Should be proficient in oral and presentation skills in English, Hindi and Punjabi language.</li> <li>• Should be well-versed with latest social media platforms in handling computer software, mobile applications such as YouTube, Twitter account, etc.</li> <li>• Needs to coordinate with local community, general public, media agencies, politicians etc. Co-ordinate regularly with local leading newspapers of Chandigarh &amp; Punjab region.</li> <li>• The candidate should have a complete knowledge of event management.</li> <li>• He/she should be well versed with the usage of MS Office (Word, Excel and Power Point).</li> </ul> <b>Age Limit– Up to 30 Years</b>	01	Rs. 35,000/- To Rs. 40,000/-

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)**