

M/S INNOVSOURCE SERVICES PVT. LTD

Advt. No. OS/VIZAG/26/01

Date:06.01.2026

WALK-IN INTERVIEW FOR THE POST OF

Admin Assistant & Office Helper

ON

21.01.2026

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
01.	Admin Assistant	<p>Graduation in any stream plus certificate course of minimum 6 months in computer application from a recognized institute is mandatory.</p> <p>Experience is reckoned post qualification only.</p> <p>Candidates should have minimum 3 years Clerical experience.</p> <p>Desirable Experience: Preference will be given to candidates dealing with Accounts & Stores department knowledge of PSU/ Government Organizations.</p> <p>Age Limit: 30 Years</p>	03	Rs.23,220/- Per Month
02.	Officer Helper	<p>1. Any Graduate, B.com is preferable.</p> <p>2. Minimum 01-year Experience in Arogyasree Office work.</p> <p>Experience is reckoned post qualification only.</p> <p>Desirable Experience: Preference will be given to candidates dealing with Arogyasree Scheme, other Government Medical schemes & also dealing with credit facilities of PSU/ Government Organizations.</p> <p>Age Limit: 27 Years.</p>	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. Age Relaxation can be given to the exceptional candidate based on the recommendations to the committee
4. 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 Admin Assistant:

1. Assist in preparation and maintenance of Financial records, vouchers, bills, and invoices.
2. Maintain cash book, ledger entries, and basic accounting registers.
3. Closing of credit bills & arranging documents for bills submission to companies
4. Co-ordination with insurance company for pre-authorization & claim submitting.
5. Assist in purchase documentation, indents, and issue notes.
6. Handling all GeM Procurement of Direct and Tenders, CPP Tenders and Rate Contracts
7. Verify received materials with purchase orders and delivery challans.
8. Ensure proper filing of all related documents.
9. Proficiency in MS Office (Word, Excel, Email) Assist in Data entry and document digitization.
10. 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.