ADVT NO: OS/MUL/29/2026 **Dated: 02/06/2026**

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,
Medi-City, SAS Nagar, Punjab-140901

Sr. No	Date of Interview	Name of Post	Education Qualification, Experience & Age Limit	No of Post	Salary
01	15/06/2026	**Project Coordinator**	**Qualification:** • MBBS/BDS/ BAMS/BHMS/ Bachelor's Degree in Healthcare or Paramedical fields. • Master's in Public Health (MPH) or Hospital Administration. **Experience Desirable:** • Minimum 1 year of work experience in Public Health or relevant field. **Job Description:** • Coordinate and support the implementation of various outreach activities. • Liaise with various stake holders state health department, Hospitals and medical colleges for effective project rollout & advocacy. • Support capacity-building initiative and conduct field visit to monitor training effectiveness and data quality. • Collect, compile and report the field data related various projects in a timely manner. • Prepare periodic reports and documentation as required. **Age Limit – Up to 40 Years**	01	Rs. 60,000/-

02	15/06/2026	**Deputy Admin Officer (Training & Coordinator)**	**Qualification:** • Graduate from a recognized university. Post Graduated Degree / Diploma in Personal Management/ Human Resource Management/ Healthcare Management from reputed Institution. **Experience Desirable**: • At least 5 years relevant administrative experience in supervisory capacity in a govt. Office/ University/ Technological institution or an organization of repute which may include activities related to training, academics, establishment & general administration, etc. • Experience in training and capacity building of various service related matters. • Proficiency in the use of variety of computer office application, M.S. word, Excel, Power point or Equivalent is a must. **Job Description:** • Plan, coordinate, and monitor employee training, capacity-building, and skill development programs. • To conduct Training Need Assessment • To prepare annual training calendars and training budgets in consultation with departmental heads. • To Coordinate with Government Ministries/Departments, Autonomous Bodies, Academic Institutions, and Training Agencies for organizing training programs. • Maintain training records, databases, training history, and competency development reports of employees. • Facilitate induction and orientation programs for newly joined employees. • Organize seminars, workshops, conferences, and knowledge-sharing sessions at institutional level. • Attend various training programs, workshops, conferences, seminars, and professional development initiatives organized by	01	Rs. 50,000/- to 60,000/-

			Government, Autonomous Bodies, Universities, and reputed institutions. **Age Limit – Up to 40 Years**		
03	16/06/2026	**Clerk**	Any Graduate from recognized university, with good typing speed, computer knowledge and well versed in using MS office minimum 01 year experience is preferable. **Age Limit – Up to 27 Years**	01	Rs. 23,870/-

Eligible candidates may attend the interview at H.R.D Dept, Homi Bhabha Cancer Hospital & Research Centre, New Chandigarh, Medi-City, Mohali, Punjab-140901.

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:**

a) **Past Employment**: Experience certificate indicating the date of joining and relieving.
b) **Current Employment**: Appointment letter and last pay slip.
c) **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.

10) This advertisement is only for Indian Nationals.

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, 18005721201 or 01602810091 (EXTN: 3616).

Sd/-
Supervisor
(Innovsource Services)