



TATA MEMORIAL CENTRE

(A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA)

Advt.No.97/2017

21.09.2017

POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patient care, cancer prevention, cancer research and professional development for oncology and allied disciplines. TMC is an autonomous body funded, controlled by the Department of Atomic Energy, Government of India. TMC is affiliated to Homi Bhabha National Institute (HBNI). The HBNI is a Deemed University of the Department of Atomic Energy with a mission to develop high quality postgraduate educational programs in science and technology including those related to life and health sciences. TMC invites applications from eligible candidates of Indian nationality, who are keen to pursue a career in TMC. Full time positions available in **Cancer Care Facility in Railway Hospital, Varanasi** are listed below :

MEDICAL	
1) ASSISTANT PROFESSOR, PAEDIATRIC SURGERY	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years.
Qualification & Experience	M.Ch / D.N.B. (Pediatric Surgery) or Equivalent postgraduate degree recognized by Medical Council Of India with 1-year experience post M.Ch / D.N.B. in Pediatric Surgical Oncology.

2) ASSISTANT PROFESSOR, PLASTIC SURGERY	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	M.Ch (Plastic Surgery) or equivalent postgraduate degree recognized by Medical Council of India. 1-year experience in Onco – reconstruction and microvascular surgery either during M.Ch. training or post M.Ch. is mandatory.

3) ASSISTANT PROFESSOR, MEDICAL ONCOLOGY	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	D.M. (Medical Oncology) or equivalent postgraduate degree or D.M (Haematology) recognized by Medical Council of India. Preference will be given to candidates having Haemato-Oncology experience.

4) ASSISTANT PROFESSOR, ANESTHESIOLOGY

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	M.D. / D.N.B. (Anesthesia) or (equivalent postgraduate degree in Anesthesiology) recognized by Medical Council Of India with 3 years' post M.D./ D.N.B. experience in Anesthesia in a Teaching Hospital. Experience in critical care and pain management is desirable. Candidates with less than 3 years but more than 1-year experience after M.D. / D.N.B. will be considered for lower grade.

5) ASSISTANT PROFESSOR, RADIATION ONCOLOGY

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	M.D. (Radiation Oncology / Radiotherapy) or equivalent postgraduate degree recognized by Medical Council of India with minimum 3 years Post M.D. experience in a MCI recognized teaching hospital or cancer centre. Adequate experience in Brachytherapy techniques, advanced 3D conformal treatment planning techniques and IMRT are desirable for this position. Candidates with less than 3 years but more than 1 year experience after M.D. will be considered for lower grade.

6) ASSISTANT PROFESSOR, RADIODIAGNOSIS	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	M.D. or equivalent postgraduate degree in Radiology / Radio-diagnosis recognized by Medical Council Of India with 03 years' post M.D. / D.N.B. experience. Candidates with less than 3 years but more than 1-year experience after post graduation will be considered for lower grade.

7) ASSISTANT PROFESSOR, TRANSFUSION MEDICINE	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	MD (Pathology) and Diploma in Transfusion Medicine with minimum 3 years experience in Blood Bank / Transfusion Medicine after post graduation OR MD (Pathology) with minimum 5 years experience in Blood Bank / Transfusion Medicine after post graduation OR MD (Immunohaematology and Blood Transfusion) or MD (Transfusion Medicine) with minimum 3 years experience in Blood Bank / Transfusion Medicine after post graduation or equivalent Post Graduate degree recognized by Medical Council of India with minimum 4 years experience in Blood Bank / Transfusion Medicine.

8) ASSISTANT PROFESSOR, PREVENTIVE ONCOLOGY	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	M.D. (Preventive & Social Medicine) or equivalent post graduate degree in the specialty, recognized by Medical Council of India with 3 years experience after post graduation. Preference will be given to candidates with experience in Preventive Oncology.

9) ASSISTANT PROFESSOR, PALLIATIVE MEDICINE	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	45 years
Qualification & Experience	M.D. or M.S. in any Clinical Branch or equivalent postgraduate degree recognized by Medical Council of India with minimum 3 years post M.D. / M.S. experience in Palliative care in a large hospital or cancer centre. A Post Graduate Diploma or Certified Training in Palliative Medicine is desirable. In the absence of suitable candidates, doctors with one-year post M.D. /M.S. exclusive experience in palliative care will be considered for appointment in a lower Grade as Lecturer.

NON-MEDICAL

10) MEDICAL PHYSICIST 'C' – 03 (UR)

Level	Level 10 [Pre-revised PB-3, Rs. 15600 – 39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.56100/- Level 10, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	35 years
Qualification & Experience	M.Sc. (Physics) and Diploma in Radiological Physics or equivalent AERB approved qualifications. Experience with advanced computerized treatment planning systems and other state of the art technology will be essential.

11) SCIENTIFIC OFFICER 'C' (COMPUTER PROGRAMMER) – 01 (UR)

Level	Level 10 [Pre-revised PB-3, Rs. 15600 – 39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.56100/- Level 10, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	35 years
Qualification & Experience	B.E./B.Tech (Computer Science / Information Technology) or Equivalent or MCA degree with minimum aggregate 55% marks from Govt. recognized university. Candidate should have minimum 3 years of hands on programming experience in client server environment using visual basic .NET technology as a front-end tool & DB2 RDBMS on IBM i - series AS400 server or MS- SQL RDBMS on windows server as back end. Candidate must also have good practical knowledge of SQL, Crystal report. Working knowledge of Web Technology / Web Development tools, skills on ASP / VB Script is desirable. Preference would be given to candidates having prior relevant experience of design / development / maintenance of Hospital Information System and should be able to support upcoming Hospital facilities in Varanasi in close coordination with TMC Information Technology Department.

12) SCIENTIFIC OFFICER 'C' (IT – COORDINATOR) – 01 (UR)	
Level	Level 10 [Pre-revised PB-3, Rs. 15600 – 39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.56100/- Level 10, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	35 years
Qualification & Experience	B.E. / B. Tech in Computer Science / Information Technology or equivalent with minimum aggregate 50% marks from Govt. recognized university. Should have minimum 3 years of hands on work experience in configuration / trouble shooting / maintaining, managing PC's servers, various network equipments like L2 and L3 switches, routers, desktop (windows) OS, Windows, maintaining lease line connectivity etc. Candidate must have practical working knowledge of IBM I series (AS/400, DB2) system operation, administration, backup procedures, etc. Candidates having prior relevant experience of working in Healthcare Industry for implementation of various software modules will be preferred and should be able to manage IT infrastructure for various upcoming Hospital facilities in Varanasi in close coordination with TMC Information Technology Department.

13) SCIENTIFIC ASSISTANT 'B' (PATHOLOGY) – 04 (UR), 01 (OBC)	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B.Sc. (Botany / Zoology / Chemistry / Applied Biology / Biotechnology) with 50% marks and Degree or Diploma in Medical Laboratory Technology from a Government recognized Institute with minimum one-year working experience in Surgical Pathology Laboratory OR B.Sc. (MLT) from a Government recognized Institute / University with minimum two-years working experience in Surgical Pathology Laboratory. Candidates should possess basic computer skills and good working knowledge of English.

14) SCIENTIFIC ASSISTANT 'B' (RADIO THERAPY) – 05 (UR), 01 (OBC)	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B.Sc. (Physics) with minimum 50% marks and 2 years Post Graduate Diploma in Radiotherapy Technology or equivalent AERB approved qualification. One year experience in modern machines in Department of Radiation Oncology using Linear Accelerators, etc.

15) SCIENTIFIC ASSISTANT 'B' (RADIODIAGNOSIS) – 03 (UR)	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B.Sc. / B. Pharm. with minimum 50% marks and 2 years Diploma in Medical Imaging Technology OR B.Sc.(Physics) with minimum 50% marks and 2 years Diploma in Medical Radiography OR H.S.C. and 3 years degree course B.Sc. in Medical Radiography. Should have atleast 01 year experience as Medical Radiographer in a large Hospital with CT and MRI.

16) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE) – 02 (UR)	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B.Sc. (Biochemistry / Chemistry / Botany / Zoology / Microbiology) with minimum 50% marks and degree or Diploma in Medical Laboratory Technology (M.L.T.) from a University recognized by Central/State Government and one year experience in a FDA licensed Blood Bank.

17) SCIENTIFIC ASSISTANT 'B' (CYTOGENETICS) – 02 (UR)	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B.Sc. (M.L.T) with minimum 50% marks from a University recognized by Central / State Government with two-years experience in Medical Laboratory is essential. or B.Sc (Biochemistry / Chemistry / Botany / Zoology / Life Science) with minimum 50% marks and degree or Diploma in Medical Laboratory Technology (M.L.T.) from a University recognized by Central / State Government and one-year experience in Medical Laboratory is essential. Preference will be given to candidates having experience in Cancer Cytogenetic Laboratory.

18) SCIENTIFIC ASSISTANT 'B' (MICROBIOLOGY) – 02 (UR)	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B.Sc.(Microbiology) with minimum 50% marks and Diploma in Medical Laboratory Technology (D.M.L.T.) from a University recognized by Central/State Government and one year experience in a institutional clinical Microbiology Department.

19) PHARMACIST 'B' – 02 (UR)	
Level	Level 5 [Pre-revised PB-1, Rs.5200-20200 + 2800 GP]
Level of Pay in Pay Matrix	Rs.29200/- Level 5, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	B. Pharm with minimum 1-year experience working in Dispensary / Pharmacy of the Hospital having minimum 300 beds OR D. Pharm with minimum 3 years experience working in Dispensary / Pharmacy of the Hospital having minimum 300 beds. Registration with State Pharmacy Council with duly allotted Registration Number is mandatory. Experience of working on computerized system desirable. Candidate should be prepared to work in shift duties, including night shift.

20) TECHNICIAN 'C' (CSSD) – 01 (UR)	
Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	27 years
Qualification & Experience	H.S.C. with minimum 55% marks in Science. Minimum 3 years experience as Technician in CSSD in a reputed hospital.

21) TECHNICIAN 'C' (OT) – 02 (UR)	
Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	27 years
Qualification & Experience	H.S.C. (Science) with Diploma in OT with minimum 3 years experience in OT as Technician / Respiratory Therapist / Dialysis Technician in a reputed institute. 1 year's certificate / Diploma course in Electronics OR related subjects will be desirable. Preference will be given to those who have passed one-year course in OT / Respiratory Therapist / Dialysis Technician from a reputed institute.

22) TECHNICIAN 'C' (ICU) – 02 (UR)	
Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	27 years
Qualification & Experience	H.S.C. (Science) with Diploma in ICU with minimum 3 years experience in ICU as Technician / Respiratory Therapist / Dialysis Technician in a reputed institute. 1 year's certificate / Diploma course in Electronics OR related subjects will be desirable. Preference will be given to those who have passed one-year course in ICU / Respiratory Therapist / Dialysis Technician from a reputed institute.

23) TECHNICIAN 'A' (ELECTRICAL) – 02 (UR)	
Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19900/- Level 2, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	27 years
Qualification & Experience	S.S.C. plus I.T.I. (Electrician) 2 years' full time course from Government Recognized Institute with 03 years' experience after I.T.I. or 2 years after I.T.I. plus N.C.T.V.T. in Electrical Maintenance works in Industry / Commercial establishments / Hospitals.

24) TECHNICIAN 'A' (MEDICAL GAS) – 01 (UR)	
Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19900/- Level 2, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	27 years
Qualification & Experience	S.S.C. plus I.T.I. (Mechanical) 2 years' full time course from Government Recognized Institute with 03 years' experience in Medical Gas after I.T.I. or 2 years experience in case of I.T.I. plus N.C.T.V.T. in Mechanical (Medical Gas) works in Industry / Commercial establishments / Hospitals.

25) FEMALE NURSE 'A' – 07 (UR), 02 (OBC), 01 (SC)	
Level	7 (Pre-revised PB-2, Rs.9300-34800 + 4600 GP)
Level of Pay in Pay Matrix	Rs.44,900/- Level 7, Cell 1 + Allowances applicable
Age :Upper Age limit as on 13.10.2017	30 years
Qualification & Experience	General Nursing & Midwifery plus Diploma in Oncology Nursing with 2 years clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with 2 years clinical experience in minimum 50 bedded hospital. Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Candidates who have done Diploma in Nursing Oncology and served the entire bond period will be given relaxation in age by 5 years. Hepatitis Vaccination should be completed. Working pattern will be 6 days a week. General Nursing & Midwifery & Basic or Post Basic B.Sc (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.

Last date for online application is 13.10.2017 upto 05.30 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. 20.10.2017.

It is mandatory to submit online application. Candidates must submit documentary evidence in support of the details furnished in the Online Application Form regarding date of birth, qualifications, experience, caste, disability certificate etc., failing which such applications will be treated as incomplete and summarily rejected.

GENERAL CONDITIONS

1. Age & experience will be reckoned as on the last date of online application.
2. Reservation of posts under various categories shall be applicable as per Govt. Rules.

3. Age Relaxation

(a) Upper age is relaxable for persons belonging to Reserved Categories such as SC/ST/OBC/PWD/Ex-servicemen & Other categories as per the instructions of Govt. of India as under.

05 Years : SC/ST

03 Years : OBC

10 Years : PWD [additional 5 years in case of SC/ST & 3 years in case of OBC]

Ex-servicemen : Length of service in Armed forces plus 3 years (additional relaxation in case of SC/ST/OBC as per the instructions of Govt. of India)

(b) Age relaxation maximum by 5 years for Departmental candidates, candidates with additional qualification and higher experience and candidates working in TMC on temporary basis under project / on contract basis.

4. Application Fee

- (i) Candidate shall pay the application fee of Rs.300/- online using Debit Card / Credit Card.
SC /ST / Female Candidates / Persons with Disabilities / Ex-servicemen (1st time applying for civil post after serving any rank) are exempted from paying application fees.
- (ii) The application fee paid will not be refunded under any circumstances

5. Candidates may be offered a higher or lower grade than what is advertised based on their working experience, research track record and overall assessment at the time of interview and recommendation of the Selection Committee.

6. Benefits

- (a) **Allowances** : In addition to pay, other allowances including DA, HRA, TA etc. will be admissible as per the prevailing rules of TMC.
- (b) **Training & Development** : All officers will be eligible for institutional financial support for active participation in National and International Medical Meetings, Workshops and Conferences after their probation is closed.
- (c) **Medical Facility** : As per the prevailing rules of TMC.
- (d) **Accommodation** : Residential accommodation will be provided subject to availability.
- (e) **Retirement Benefits** : All are eligible for retirement benefits and pension under the New Pension Scheme.

7. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, Mumbai, ACTREC, Navi Mumbai, Homi Bhabha Cancer Hospital, Sangrur, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Homi Bhabha Cancer Hospital & Research Centre, Vizag, Mahamana Pt. Madan Mohan Malaviya Cancer Centre (BHU), Varanasi) on the needs of the Units concerned as and when necessary.

8. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.

9. Submission of Application

(I) Candidate shall submit a recent passport size photograph, attested copies of following certificate as a proof of date of birth, qualification, experience, age relaxation for reserved category & Persons with Disability along with the copy of online application form on or before the last date of receiving the application to the **H.R.D. Department, Tata Memorial Hospital, Parel, Mumbai – 400 012**. It is mandatory to submit a copy of Online application along with copies of relevant certificates, otherwise the application will be rejected.

(i) **Date of Birth** : Birth Certificate / School leaving certificate / S.S.C passing certificate.

(ii) **Educational Qualification** : Mark sheet & Passing Certificate of final examination.

(iii) **Experience Certificates**

- **Past Employment** : Experience certificate indicating the date of joining and relieving.
- **Current Employment** : Appointment letter , last Pay Slip, Identity Card.

(iv) **Caste Certificate** : Valid Caste Certificate (in the format of Government of India), Caste Validity Certificate in case of ST, Non Creamy Layer Certificate in case of OBC candidates is mandatory. **Formats are uploaded on TMC site.**

(v) **Persons with Disability** : Physical Disability Certificate.

(II) **Through Proper Chanel** : Persons working under Central / State Government / Autonomous Body / Semi Government Organizations and other Public Sector Undertakings must submit their application through the head of the organization

(III) Separate application should be submitted for each post

- 10. Referees :** Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work.
- 11.** Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Interview / Skill test without assigning any reason thereof.
- 12.** Tata Memorial Centre reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for Written examination / Interview / Skill test taking into account various factors like no. of vacancies, percentage of marks in Graduate / Post Graduate Degrees etc. Tata Memorial Centre also reserves 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 as well as selecting the candidates for final selection after Written test / Interview / Skill test. The decision of the Director, Tata Memorial Centre in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates.
- 13.** Tata Memorial Centre reserves 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.
- 14.** In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria 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.

15. Non Receipt of Application :Tata Memorial Centre does not take any responsibility for non receipt of application through Online / By post for whatsoever be the reason.

16. Late and incomplete applications will be rejected. Canvassing in any form will disqualify the candidature.

17. Skype Interview can be arranged for the candidates at (Sr.No.1 to 9) presently working abroad subject to availability of the facility, if desired. Candidates seeking Skype Interview should submit photocopies of certificates attested by the present employer.

18. Legal jurisdiction for any dispute will be at Mumbai

**(P.K. SUKUMARAN)
HR & ADMIN. CO-ORDINATOR**