

(TATA MEMORIAL CENTRE)
HOMI BHABHA CANCER HOSPITAL & RESEARCH CENTRE, MULLANPUR (MOHALI)

ADVT.NO.: TMC/HBCHS/144/22

Dt. 31.03.2022

WALK IN INTERVIEW

**On 08.04.2022 between 9.30 a.m. & 11.30 a.m. at
Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Medicity Mullanpur
(Mohali), Punjab**

on Contract basis (through third party) :

Sr. No.	Designation	Norms	Salary	No. of Post
1	Assistant Purchase Officer	Graduate from a recognized University. Post Graduate Degree / Diploma in Material Management from a reputed Institution. The candidates should have 02 years' experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He / She should be well versed with customs clearance formalities, Purchase / Stores Information Systems and modern methods of Material Management. Candidates well versed with Government procedures will be preferred. Age Limit- 35 Years	Rs.25,000/-	01
2	Assistant Stores Officer	Graduate from a recognized University. Post Graduate Degree / Diploma in Material Management from a reputed Institution. The candidates should have 02 years' experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He / She should be well versed with customs clearance formalities, Purchase / Stores Information Systems and modern methods of Material Management. Candidates well versed with Government procedures will be preferred. Age Limit- 35 Years	Rs. 25,000/-	01
3	Assistant Accounts Officer	ICWAI / CA / MBA (Finance) / Post Graduate in Commerce or passed SAS or equivalent examination. Experience in the Accounts Department dealing with Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. Candidates with CA / ICWA qualification should have 2 years' experience. Candidates with MBA (Finance), SAS or equivalent examination or Post Graduate in Commerce should have 4 years' experience. Candidates well versed with Government procedures will be preferred. Age Limit – 35 Years	Rs.25,000/-	01
4	Assistant (for Accounts and Stores Dept)	Graduate from a recognized University. Computer Course of minimum 3 months duration in Microsoft Office. Candidates with Diploma or Degree in Computer or Information Technology are exempted from 3 months computer course. 01 years of clerical experience preferably in Hospital, Central Govt., Autonomous Body etc. Age Limit-30 Years	Rs.21,100/-	02
5	Office Clerk (Accounts)	Any Graduate from recognized university, Good typing speed, computer knowledge. Minimum 01 year experience preferable.	Rs. 18,600/-	01

The above-mentioned posts are purely temporary. Interested candidates may come for Walk-in-interview along with Bio-data, recent passport size photograph, photo copy of PANCARD, original certificates and one set of attested copies of all certificates at Plot No. 1, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Medicity, Mullanpur, Mohali (SAS Nagar), Punjab - 140901.

Director
HBCH & RC, Mullanpur & Sangrur