

Advt- OS-A/127/2023

22.12.2023

WALK- IN – INTERVIEW FOR
Secretary Cum Coordinator
(Histopathology Lab)
(On contract Basis through
Principle Security & Allied Services Pvt. Ltd.)

An outsourced Contractor for Manpower Services, looking for Secretary Cum Coordinator to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION & EXPERIENCE: Graduate in any stream. Inventory management, administrative communication, Maintenance of required items, laboratory information system (LIS) laboratory rules and regulations, MSCIT/equivalent Govt. recognized Computer Course. Preference will be given to minimum one year (12 months) experience in handling laboratory Admin work / Hospital related work.

CONSOLIDATED SALARY: ₹ 23,800/- p.m. to ₹ 32,000/- p.m.

Age: upto 30 years (may be relaxed on experience basis)

DURATION: 6 months (extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 12th January, 2024 at 3rd floor, Khanolkar Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210**

Candidates fulfilling above requirements may appear for Interview along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, ORIGINAL and Self Attested copies of qualification certificates and experience certificates at above venue.

Reporting Time: 12.00 p.m. to 12.30 p.m.

Sd/-
Supervisor