

No. Advt – PWT/921/2021

17.02.2021

**WALK- IN INTERVIEW FOR
ADMINISTRATIVE ASSISTANT**

(Tuesday, 23rd February, 2021)

(On Contract Basis – Primeone Workforce Pvt. Ltd.)

M/s. Primeone Workforce Pvt. Ltd. is a Contractor for Manpower Services, looking for Administrative Assistant to be placed on contract at Tata Memorial Centre- ACTREC, CCE , Kharghar, Navi Mumbai-410 210 detailed as below :

Sr. No.	Post, Pay range	Norms	No. of Post
1	Administrative Assistant Salary Rs. 15,000/- to Rs.25,000/- per month	Any Graduate from recognized university, Having sound knowledge of computer operation. Passing MS-CIT Certificate. 1-2 years of working experience in Purchase Dept. Experience of working in a Hospital will be an added advantage.	01

DURATION: Six months and may be extendable.

Eligible Candidates may attend the walk in interview along with Bio-data, Original Certificate, Photo, Pan Card etc. with Xerox copies on **23.02.2021** at 10.30 a.m at Room No. 205, 2nd floor, Centre for Cancer Epidemiology, Advanced Centre For Treatment, Research & Education In Cancer, sector 22, Kharghar, Navi Mumbai-410 210

Reporting Time : 10.00 a.m to 11.00 a.m

Sd/-

Supervisor