

Advt- OS-A/57/2023

01.06.2023

**WALK- IN – INTERVIEW FOR**  
**HRD Coordinator /**  
**Coordinator (Administrative Clinical Services)**  
**(On contract Basis through**  
**Principle Security & Allied Services Pvt. Ltd.)**

An outsourced Contractor for Manpower Services, looking for HRD Coordinator / Coordinator (Administrative Clinical Services) to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

**ESSENTIAL QUALIFICATION & EXPERIENCE:** Master's degree/ Diploma in HR or Hospital and Quality Management from recognized university. Preference will be given to the candidate having minimum 1 year experience in HR with proficiency in computers and good communication skill. Candidate should be well versed in drafting letters, coordination with employees.

**AGE :** Up to 30 years (relaxable considering qualification & experience)

**CONSOLIDATED SALARY:** ₹ 24,500/- P.M. and above as per experience

**DURATION:** 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Monday, 12<sup>th</sup> June, 2023 at 3<sup>rd</sup> floor, Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates.

**Reporting Time:** 10.00 a.m. to 10.30 a.m.

Sd/-  
Supervisor