

Advt- OS-A/52/2024

14.05.2024

**WALK- IN – INTERVIEW FOR**  
**Administrative Assistant (multi skilled)**  
**(On contract Basis through**  
**Principle Security & Allied Services Pvt. Ltd.)**

An outsourced Contractor for Manpower Services, looking for Administrative Assistant (multi skilled) 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 from recognized university, good typing speed, Proficiency in MS Office and computer knowledge. Minimum 1 year experience in Accounts and Medical Administration department. Will have to work in shift duties including night shifts, Sundays and Holidays.

**AGE :** Up to 30 Years (may be relaxed on basis of working experience)

**CONSOLIDATED SALARY:** ₹ 23,800/- to ₹35,000/- p.m.

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

Candidates fulfilling above requirements may walk in for interview on **Friday, 17<sup>th</sup> May 2024, at 2<sup>nd</sup> floor, Archival Block, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, ORIGINAL and Self Attested copies of qualification mark sheet, certificates and experience certificates.

**REPORTING TIME:** 10:00 a.m. to 10:30 a.m.

Sd/-  
Supervisor