

Advt- OS-A/161/2024

27.11.2024

**WALK- IN – INTERVIEW FOR**  
**Administrative Assistant (multi skilled)**  
**(Institutional Ethics Committee)**  
**(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 administration, Institutional Ethics Committee department. Will have to work in shift duties including night shifts, Sundays and Holidays.

The candidate should have good communication skills both verbal and written should be fluent in English. Minimum 1 years' experience in administrative or secretarial (Experience in IEC administration / Institutional administration experience will be desirable).

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

**CONSOLIDATED SALARY:** ₹ 24,850/- p.m. to ₹ 35,000/- p.m. (on the basis of experience over and above the specified eligibility criteria)

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

Candidates fulfilling above requirements may walk in for interview on **Thursday, 19<sup>th</sup> December, 2024 at 3<sup>rd</sup> floor, Khanolkar Shodhika, 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 certificates and experience certificates.

**Reporting Time:** 10:00 a.m. to 10:30 a.m.

Sd/-  
Supervisor