



Adv No.: TMC/HBCHRCV/HRD/317/24
 WALK-IN INTERVIEW for Medical Social Worker and Admin Assistant ON DATE: 19-05-2025 BETWEEN 09:30 A.M TO 10:30 A.M Interview Venue for Medical Social Worker: House No: - 16/4C-2-205, Ground Floor, Dhanalakshmpuram, Vaviletipadu, Opp To Bollineni Nursing School, Nellore - 524002 Interview Venue for Admin Assistant: Homi Bhabha Cancer Hospital & Research Centre, Aganampudi, Visakhapatnam-530053

Advertisement Name:

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Description

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MEMORIAL CENTRE

HOMI BHABHA CANCER HOSPITAL RESEARCH CENTRE, VISAKHAPATNAM

Advt. No. TMC/HBCHRCV/HRD/317/24

Date: 09.05.2025

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Interview Venue for Admin Assistant: Homi Bhabha Cancer Hospital & Research Centre, Aganampudi, Visakhapatnam-530053

UNDER COMMON CANCER SCREENING PROGRAMME (CCSP) AT NELLORE PROJECT

Serial No.	Name of Post	Essential Qualification & Experience	No. of Posts	Consolidated Salary per month
(a)	Medical Social Worker	Graduate degree in the relevant Field (B.A./M.A. Social Work). One Year's experience in the Community Centre & Healthcare Programs is desirable. Job Location: Nellore Interview Location: Nellore / Visakhapatnam	01	Rs.25,000/-
(b)	Admin Assistant	Graduate degree in the relevant Field with minimum 06 months Computer Course Certification from recognized institute in Office Software is mandatory. One Year's experience in day to day office Administrative work in Healthcare Industry is desirable. Job and Interview Location: HBCH&RC, Visakhapatnam.	01	Rs. 20000/-

Tenure of Services: The tenure of the post will be for a fixed period of six months from the date of joining and further extendable as per requirement.

Selected Candidates has to work at our Project Location at Nellore and also visit Homi Bhabha Cancer Hospital & Research Centre, Visakhapatnam for the initial training and as & when required as per the functional requirement.

Note: Homi Bhabha Cancer Hospital & Research Centre reserves the right to cancel the posts, fix minimum eligibility standard/ benchmark and restrict no. of candidates called for **Interview** considering various factors like no. of vacancies, performance of the candidate etc., and decided to determine the qualifying marks for selecting the candidates for the interview.

2. The number of posts mentioned above are likely to increase/decrease as per the requirement of the centre.

Interested candidates may come along with Bio-Data, recent passport size photograph, photo copy of Pan Card, Original certificates and one set of self-attested copies of all certificates to above-mentioned venue.

Job Description of Medical Social Worker:

1. To organize and coordinate awareness, and screening activities in the community.
2. Conduct of health education programs. counseling & motivation of beneficiaries, tobacco cessation counseling, school health programs, baseline surveys, and community assessments.
3. Preparation of activity reports & Any other tasks as assigned by the administration on time to time.

Job Description of Admin Assistant:

1. To provide administrative support to the project including accounting.
2. To manage and maintain accurate records and files. Coordinate meetings, appointments and travel arrangements.
3. To assist with data entry, accounts payable/receivable tasks. Reconcile accounts and assist with month-end closings.
4. Maintain office supplies, ensure workplace organization, and implement filing systems.
5. Respond to phone calls, emails and queries from patients, colleagues and management.
6. Preparation of activity reports & Any other tasks as assigned by the administration on time to time.
7. Need to coordinate with procurement staff and other departments with good coordination skills.
8. Any day to day overall project Administrative activities should be done.

For any Query call on 0891-2871 (Extn- 538)

