

No. Advt – PWT/ 1295/ 2021

10.03.2021

**WALK- IN INTERVIEW FOR**  
**ADMINISTRATIVE ASSISTANT (Multi Skilled)**

(Tuesday, 16<sup>th</sup> March, 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	<b>Administrative Assistant</b>  Salary Rs. 15,000/- to Rs.25,000/- per month	Any Graduate from recognized university, Having sound knowledge of computer operation. Good typing speed.  1-2 years of working experience in Purchase / Administration Dept. is desirable.	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 **16.03.2021** at 10.30 a.m. at Room No. 205, 2<sup>nd</sup> 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