

Trainee in Human Resource/ Executive -Human Resource

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

Tata Medical Center, Kolkata, has strived to be one of the leading cancer care and research institutions in the country and has benefited West Bengal as well as the adjoining states and neighboring countries.

To fulfill the above objectives and in order to provide world class services, TMC invites applications for the position of **Trainee in Human Resource / Executive – Human Resource**

Major Deliverables

This position is responsible for providing support in generic Human Resource and Learning & Development related functions in HR department which include but will not be limited to the following activities:

- To facilitate Induction & Orientation programme.
- To collect the departmental Monthly – Quarterly – Half yearly and Annual Training Calendar and collate it for documentation purpose
- Coordinate and collate the department wise staff training needs and document the same
- To coordinate and facilitate the Training programme
- To ensure that all training programme including training feedback and Pre and Post assessments are documented in the Training register, Personal File and HMS correctly and in time.
- To prepare the monthly Training related MIS and present before the HOD by 5th of every month.
- Responsible for coordinating staff recruitment process which would include jobs like screening of resume as per job description and recruitment guideline
- Calling prospective candidates for interview
- Co-ordination of the new employees' onboarding process.
- HR MIS/Dashboard preparation.
- Hospital Accreditation related paperwork as and when required.
- Exit Interview Analysis.
- Responsible for other day to day HR related activities as and when required.
- Work as a team with the HR team members in order to complete all HR jobs on time as per departmental requirement.

Qualification: MBA/PG Diploma in HR or Equivalent

Experience: Minimum 1 year Post Qualification experience. Freshers can also apply

***For more details about the job positions, qualifications, eligibility and application forms, please log on to our website today: www.tmckolkata.com**

Interested candidates may email or post applications by 10th September 2026 to:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata – 700160. Email – suvashish.mukherjee@tmckolkata.com.