



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
(A Grant-in-Aid Institution of the Department of Atomic Energy, Government of India)


No. ACTREC/Advt.07/2023

January 13, 2023

WALK – IN INTERVIEW

- Post** : ASSISTANT ADMINISTRATIVE OFFICER (ON CONTRACT BASIS)
- Interview Date / Day** : 01st February 2023 / Wednesday
- Venue** : Paymaster Shodhika,
Administration Department, Room No. PS-331,
Advanced Centre for Treatment, Research and Education Centre (ACTREC),
Sector-22, Kharghar, Navi Mumbai – 410 210.
- Reporting Time** : 09.30 AM to 10.30 AM
- Qualification** : Graduate from a recognized University. Post graduate degree / Masters in Human Resource Management/ Healthcare Management from a reputed institution.
- Experience** : The candidate should have **3 years** of relevant **managerial experience** in H.R.D./ Administration / Personnel.
- The candidate should be well versed in dealing with General Administration, Recruitment, Establishment matters etc. He/she should have proficiency in computers and possess good communication skills.
- Preference will be given to the candidates having work experience in Government / Autonomous Body / PSUs in Administration/HRD.
- Age** : 35 years as on 01/02/2023 (may be relaxed depending on experience)
- Consolidated Salary** : Rs 35,000/- p.m.
- Duration** : 6 months (extendable as per requirement)

Candidates fulfilling above requirements may appear for Interview along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, qualification certificates and experience certificates at above venue.


Shraddha V. Deshmukh
Assistant Administrative Officer (HRD)
ACTREC