



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION
IN CANCER**

Kharghar, Navi Mumbai- 410 210

www.actrec.gov.in Phone No : 91-22-27405000/5082/5353

(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)

No. ACTREC/ADVT-111/2025

Dt. 02.06.2025

**WALK-IN-INTERVIEW FOR
Administrative Assistant (01 Post)
(ON PROJECT)**

To work on project entitled "ACTREC Home based Evidence guided Comprehensive and Optimized Medical, Psychological And Social Support (ACTREC HOME COMPASS)"

EDUCATIONAL QUALIFICATION:

Mandatory: Postgraduate Degree in the relevant field with a minimum Six-month computer course from a recognized institute or an MS-CIT certificate.

WORK EXPERIENCE:

Mandatory: One year experience in Palliative Care.

CONSOLIDATED SALARY: Rs.36,000/-p.m.

DURATION: Six Months & Extendable.

Eligible Candidates may attend the walk in interview on **Thursday, 12th June, 2025** and report at **Seminar Room, 3rd Floor, Khanolkar Shodhika**, ACTREC, Kharghar, Navi Mumbai -410210 along with recent CV and photograph (passport size), **original and Xerox** copies of all certificates (educational qualifications, work experience, and Aadhaar Card as ID proof)

Reporting Time: 10.00am to 10.30am

Alpasani

In charge (Academic & Project Cell)