



TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND  
EDUCATION IN CANCER  
Kharghar, Navi Mumbai- 410 210  
[www.actrec.gov.in](http://www.actrec.gov.in)  
Phone No : 91-22-27405000

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

No. ACTREC/Advt.- 22/2016

19.05.2016

**WALK- IN – INTERVIEW FOR**  
**ASST. MANAGER, CLINICAL SERVICES**  
**ON CONTRACT BASIS**  
**Date: Tuesday, 14<sup>th</sup> June, 2016**  
**(Time: 10:00 to 12:00 noon)**

**ESSENTIAL QUALIFICATION:** Graduation in Health Sciences (preferably MBBS) with masters of Hospital Administration / MBA in Hospital Administration


**CONSOLIDATED SALARY:** Rs. 35,000/- to Rs. 55,000/- pm (depending on qualification and experience)

**DURATION:** 6 months and is extendable

**JOB DESCRIPTION:** Assistance in the day to day operations of Medical Administration in all medical administrative activities. Coordinate with Purchase Department regarding procurement of equipments and consumables are Liaise with Regulatory Authorities for approvals. Candidate should be keen to undertake in depth study of Systems and Processes related to patient services and implementation of solution. The candidate will also be involved in Quality initiatives & Accreditation process.

Candidates fulfilling above requirements may walk in for interview on **Tuesday, 14.06.2016** at **Meeting Room, 3<sup>rd</sup> Floor, Paymaster Shodhika, ACTREC, Kharghar, Navi Mumbai** along with CV and original / attested copies of all certificates and testimonials.

**Reporting Time:** 09.15 a.m. to 10.15 a.m.

  
19/5/16  
Jr. Administrative Officer  
ACTREC