

No. Advt- PNT/03-A/2021

07.05.2021

**Online – INTERVIEW FOR**  
**HRD Coordinator**  
**(On contract Basis- on Outsourced Contract)**

An outsourced Contractor for Manpower Services, looking for HRD Coordinator to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

**HRD Coordinator**

**ESSENTIAL QUALIFICATION:** Master's degree / Diploma in HR OR Hospital and Quality Management from recognized university. Preference will be given to the candidates having minimum 1 year experience in HR with proficiency in computers and good communication skills. Candidate should be well versed in drafting letters, coordination with employees.

**Age:** upto 30 years (relaxable considering qualification & experience)

**CONSOLIDATED SALARY:** ₹ 22,000 /- p.m. and above as per experience

**DURATION:** 6 months (extendable as per requirement)

Candidates fulfilling above requirements may send their updated CV, educational documents and experience certificates to [mail@actrec.gov.in](mailto:mail@actrec.gov.in) on or before 10.05.2021. Candidate will have to register for video interview (through zoom) and provide their zoom ID. Online interviews are scheduled on 12.05.2021. Timing will be informed through email.

Sd/-  
Supervisor