



**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.78/2022

November 19, 2022

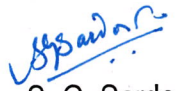
**WALK – IN INTERVIEW  
FOR  
ASSISTANT PURCHASE OFFICER  
(ON AD HOC BASIS)**

**Date : 28<sup>th</sup> November 2022 (Monday)**

- Qualification** : Graduate from a recognized University. Post graduate degree / Masters in any field / Diploma in Material Management from a reputed institution.
- Experience** : The candidate should have **2 years** of relevant managerial experience in Purchase/ Stores Department. The candidate should be well versed in procurement process consisting of preparing Tender Documents (Both e-Tenders and Manual Tenders), co-ordinating pre-bid meetings, opening of Tenders, preparing initial comparative statements, placement of Purchase Orders, post PO follow-up, Import clearance etc. Candidates well versed with Government procurement procedures will be preferred.
- Age** : **35 years as on 28/11/2022 (may be relaxed depending on experience)**
- Consolidated Salary** : Rs 35,000/- p.m.
- Duration** : 6 months (extendable as per requirement)
- Venue** : Paymaster Shodhika, Admin Office, Rm No. Ps-331, Advanced Centre for Treatment, Research and Education Centre (ACTREC), Sector-22, Kharghar, Navi Mumbai – 410 210.

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

**Reporting Time** : **10.00 AM to 10.30 AM**

  
S. G. Sardesai  
Dy. Administrative Officer (HRD)  
ACTREC  
