



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.08/2023

January 14, 2023

WALK – IN INTERVIEW

- Post** : ASSISTANT PURCHASE OFFICER (ON CONTRACT BASIS)
- Interview Date / Day** : 23rd January 2023 / Monday
- 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 any field /
Diploma in Material Management from a reputed institution.
- Experience** : The candidate should have **4 years** of 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 23/01/2023 (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
23/01/23
Shraddha V. Deshmukh
Assistant Administrative Officer (HRD)
ACTREC