



**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. 70/2023

June 02, 2023

**WALK – IN INTERVIEW**

- Post** : **ACCOUNTANT (ON CONTRACT BASIS)**
- Interview Date / Day** : **21<sup>st</sup> June 2023 / Wednesday**
- Venue** : Paymaster Shodhika, 3<sup>rd</sup> floor,  
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** : Bachelor of Commerce (B.Com) from a recognized University  
OR  
Master of Commerce (M.Com) from a recognized University.
- Experience** : B.Com / M.Com with Minimum one year of relevant experience.
- The candidate should be well-versed in dealing with accounting & processing of financial records such as Invoices, TDS, Salary, Budget, Contractors bills, AMC/CMCs bills, Balance Sheet etc. He/She should have proficiency in computers and possess good communication skills.
- Preference will be given to the candidates having work experience in Government/Autonomous body/PSUs.
- Age** : **32 years as on 21/06/2023 (may be relaxed depending on experience)**
- Consolidated Salary** : Rs. 22,600/- p.m to Rs. 28,000/- p.m  
(Depending upon qualification & experience)
- Duration** : 6 months (extendable as per requirement)

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