



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. 69/2023

June 02, 2023

WALK – IN INTERVIEW

- Post** : **ASSISTANT ACCOUNTS OFFICER (ON CONTRACT BASIS)**
- Interview Date / Day** : **21st June 2023 / Wednesday**
- 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** : ICWAI/CA/MBA(Finance)/Post Graduate degree in Commerce from recognized University.
- Experience** : Minimum three years of relevant **managerial 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** : **35 years as on 21/06/2023 (may be relaxed depending on experience)**
- Consolidated Salary** : Rs.35000/- p.m. (Rupees Thirty Five Thousand only)
- Duration** : 6 months (extendable as per requirement)



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