



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND
EDUCATION IN CANCER**

Kharghar, Navi Mumbai- 410 210

www.actrec.gov.in

Phone No : 91-22-27405000 Extn.:5353/5082

(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)

No. ACTREC/ADVT-111/2023

24.08.2023

**WALK - IN - INTERVIEW FOR
SECRETARIAL ASSISTANT
(ON PROJECT)**

EDUCATIONAL QUALIFICATION: H.Sc. with minimum 6 months computer course from recognized Institute or MS-CIT certificate.

CONSOLIDATED SALARY: Rs.19,100/- p.m. to 21,100/-p.m.

DURATION: Six months & extendable.

Eligible Candidates may attend the walk in interview on **Tuesday, 5th September, 2023**, in **Meeting Room 1, 3rd Floor, Khanolkar Shodhika, ACTREC, Kharghar, Navi Mumbai - 410210** along with recent CV, original and xerox copies of all certificates and testimonials with recent passport size photograph and ID proof. (Preferably Aadhaar Card).

Reporting Time: 11:30 AM to 12:00 PM

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(Ojaswini Upasani)
In-charge (Academic & Project Cell)