



**TATA MEMORIAL CENTRE
CENTRE FOR CANCER EPIDEMIOLOGY
Kharghar, Navi Mumbai- 410 210**

www.actrec.gov.in

Phone No : 022-68735000/5849/5783



(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)
No. CCE/Advt/1004/2023

WALK - IN - INTERVIEW (On Project)

Date:- Thursday 21st September 2023

Sr. No.	Post, Pay & Place of Work	Norms	No. of Post
1	Administrative Officer Salary range: Rs. 34,000/- to 91,000/- per month. Place of Work: CCE, ACTREC-Kharghar.	Qualification: Graduate / Post graduation degree with minimum 6 - 8 years of experience in administration including hiring, purchase and accounts. Skills in MS Office (Word, Excel, Power Point) Desirable: Experience of having worked in health care set up	01

DURATION: Six months and may be extendable.

Please note that the Recruitment Process may include written examination before Personal Interview for given posts.

Eligible Candidates may attend the walk in interview along with Bio-data, Original certificate, Qualification Certificate, Experience Certificate, Photo, Pan Card etc. with Xerox copies on **21.09.2023 at 10.00 a.m. Room No. 205, 2nd floor, Centre for Cancer Epidemiology, Advanced Centre For Treatment, Research & Education in Cancer, Sector 22, Kharghar, Navi Mumbai - 410 210.**

Reporting Time: 10.00 a.m. to 11.00 a.m.

Asst. Administrative Officer, CCE