



**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-28/2024

01.04.2024

**INTERVIEW FOR
ADMINISTRATIVE ASSISTANT
(ON PROJECT)**

“PFIZER - PANACEA WORKSHOP ON CLINICAL RESEARCH AND BIostatISTICS”

QUALIFICATION : Post Graduate Degree in relevant field with computer course in office software.

EXPERIENCE : Up to three year experience in the database handling and software's like SPSS, RedCap. Experience in organization of national/international conferences.

CONSOLIDATED SALARY : Rs. 35,000/-p.m.

DURATION: Six months and extendable.

The work progress of candidates will be monitored and extension after 6 months

Selected candidate will have to join at the earliest

Candidates fulfilling the requirements may walk in for interview on **Thursday, 11th April, 2024** at **Conference Room, 3rd Floor, Paymaster Shodhika, ACTREC** along with recent CV, original and xerox copies of all certificates and testimonials with recent passport size photograph and ID proof (Preferably Aadhar Card).

Reporting Timing: 10.00a.m. to 10.30a.m.

Alpasani

In charge (Academic & Project Cell)