

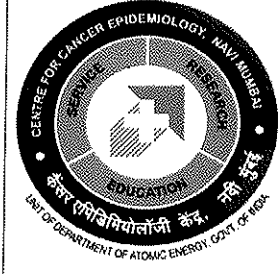


**TATA MEMORIAL CENTRE  
CENTRE FOR CANCER EPIDEMIOLOGY**

**Kharghar, Navi Mumbai- 410 210**

[www.actrec.gov.in](http://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/ 58 /2024

**WALK-IN-INTERVIEW (On Project)**

**Date: Friday, 21<sup>st</sup> June, 2024**

Sr. No.	Post, Pay Range & Place of Work	Norms	No. of Post
1	<b>Senior Administrative</b>  Salary: Rs. 34,000/- to Rs.91,000/- per month  Place of Work : CCE, ACTREC- Kharghar/ TMH, Parel	<b>Qualification:</b> - Any Graduate degree in Govt. recognized university with 5 years of work experience in relevant field  <b>Experience:</b> 5 years of work experience in relevant field  Requirements: - 01. Good communication skills 02. Good knowledge in verbal and written communication 03. Good knowledge of MS Office (Word, Excel, Power point) 04. Office Management and Team Handling	<b>01</b>


**DURATION:** The appointment will be initially for a period of six months or till the continuation of project, whichever is earlier

Project: **UCIL – CSR for comprehensive Healthcare services**

**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 Qualification Certificate, Experience certificate, Photo, Pan Card etc. with Xerox copies on **21.06.2024 at 10.00 a.m. at 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.

  
12/6/24

**Asst. Administrative Officer, CCE**