



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 / 133572024

ONLINE – INTERVIEW (On Project)

Sr. No.	Post, Pay and Job Location	Norms	No. of Posts
1	Project Assistant Salary: Rs. 30,000/- to 45,000/- pm Place of Work: Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur , Bihar, 842004, India	Qualification & Experience: Graduate from a recognized University with Computer Course in Microsoft Office along with 1-3 years of experience in project management or project coordination, preferably in a healthcare setting. Candidates with bachelor's degree & experience in the field of healthcare administration, medical records, public health or a related discipline may be given preference. Candidate must have proficiency in MS Excel / Word / Power Point with excellent typing speed, drafting letters in Hindi & English & coordination with government officials. Candidates having strong organizational, time management, written, verbal communication Skills, Familiarity with medical terminology and healthcare documentation standards may be given preference	01

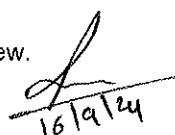
DURATION: Six months or till the continuation of the project, whichever is earlier

Project Overview: Centre for Cancer Epidemiology (CCE), Tata Memorial Centre (TMC), Mumbai has established a Unit for Strengthening Cause of Death Data (USCOD), with a vision to support, promotes and advocate for best practices in Medical Certification Cause of Death (MCCD) Data quality in Civil Registration and Vital Statistics in India and the Asia Pacific region. Additional details on the Centre are available on the website at: <https://tmc.gov.in/uscod/>

Interested candidates are required to **send their updated resume with the relevant documents** (Education certificate, work related certificate, Photo, Pan Card etc.) in a single PDF File, to the email id uscodcce@gmail.com on or before **30.09.2024 up to 05.00 PM**.

Candidates are requested to mention "Job Application for the Post of Project Assistant – Muzaffarpur Location" in the subject line.

Only Shortlisted candidates who will be fulfilling the norms will be contacted for Online Interview.


16/9/24
Asst. Administrative. Officer, CCE