



**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/1414/2024

**WALK - IN - INTERVIEW (On Project)**  
**Date: - Friday 8<sup>th</sup> November 2024**

Sr. No.	Post, Pay & Place of Work	Norms	No. of Post
1	<b>Account Assistant</b>  <b>Consolidated Salary:</b> Rs. 25,000/- per month.  <b>Place of Work:</b> CCE, ACTREC-Kharghar.	<b>Qualification:</b> B. Com / Graduate degree in relevant field with computer course in office software and good knowledge of Microsoft Excel.  <b>Experience:</b> Desirable 1-year experience in relevant field, the candidate should be well-verse in dealing with accounting and processing of financial records such as Invoices, TDS, Salary, Budget Contractor Bills, AMC / CMCs bills, balance Sheet ext. He / She should possess good communication skills.  <b>Job Description:</b> Handling account related activities, Vendor payment, project staff salary, TA/DA Processing, Fuel bills reimbursement, project expenditure reimbursement etc.	02

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

**Project: Programme to Control Common Cancer among Women in North and North East India.**

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 **08.11.2024 at 10.00 a.m. Room No. 205, 2<sup>nd</sup> 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.

31/10/24  
**Asst. Administrative Officer, CCE**