



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN**  
**CANCER**

Kharghar, Navi Mumbai- 410 210

[www.actrec.gov.in](http://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-48/2025

13.03.2025

**WALK-IN-INTERVIEW for**  
**SECRETARIAL ASSISTANT**  
**(on Academic Funds)**

**ESSENTIAL QUALIFICATION: -**

**Mandatory:**

1. Graduate degree
2. Minimum 6 months' computer course from recognized Institute or MS CIT Certificate

**Desirable:**

1. Subject in graduation - administration studies and/ office management
2. Proficiency in office software

**EXPERIENCE:**

1 to 2 years' experience in administration, office management is desirable.

**CONSOLIDATED SALARY:**

1. Graduate Degree: Rs.21,100/-p.m.

**DURATION:** Six months & extendable

Eligible candidates may attend the walk in interview on **Monday, 7<sup>th</sup> April, 2025 in Meeting Room-II, 3<sup>rd</sup> Floor, Khanolkar Shodhika, ACTREC, Kharghar, Navi Mumbai - 410210** along with recent CV, original and Xerox copies of all certificates and testimonials with recent passport size photograph and ID proof. (Preferably Aadhaar Card)

**REPORTING TIME:** 10:00 a.m. to 10.30 a.m.

*Alpasani*

In charge (Academic & Project Cell)