



**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 : 91-22-27405000/5082/5353

**(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)**

No. ACTREC/ADVT-84/2025

19.06.2025

**WALK - IN – INTERVIEW  
CLERK CUM DATA ENTRY OPERATOR  
(ON PROJECT)**

**Project Title: - “Animal Oncology Research Project”**

**Essential Educational Qualification & Experience:** - Graduate degree in science with a minimum six months course in computers from recognised Institute or MS CIT Certificate. Experience in clinical research data entry is desirable.

**Job Responsibilities:** Clinical data entry and record maintenance of animal cancer patients. Enter and update data in digital systems and databases accurately and timely. Coordinate with other departments for smooth workflow and data / bio-specimen sharing. Proficiency in MS Office. Basic knowledge of office procedures and file systems. Good communication skills.

**Consolidated Salary:** Rs. 25,000/- Rs. 31,000/- Per Month. (depending on experience)

**Duration:** Six Months.

The work progress of candidates will be monitored and extension may be given.

Eligible Candidates may attend the walk in interview **on Thursday, 10<sup>th</sup> July, 2025 in Conference Room, 3rd Floor, Khanolkar Shodhika, ACTREC, Kharghar - 410210** along with recent CV & original and attested 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)