



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

Kharghar, Navi Mumbai- 410 210

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-162/2025

13.08.2025

**WALK-IN INTERVIEW FOR
CLERK cum DATA ENTRY OPERATOR
(ON PROJECT)**

ESSENTIAL EDUCATIONAL QUALIFICATION:- Graduate degree in the relevant field with a minimum six-month computer course from a recognized institute or an MS-CIT certificate.

ESSENTIAL WORK EXPERIENCE:

Mandatory: 1 year work experience in administration, office management with good proficiency in Microsoft Office Applications.

CONSOLIDATED SALARY: Rs. 30,000/-p.m

JOB RESPONSIBILITIES: Candidate will have to help run academic and training programs both online and offline. This will also include taking care of logistics as travel of faculty and technologists.

DURATION: Six Months and extendable.

Eligible Candidates may attend the walk in interview on **Monday, 25th August, 2025** and **report at Meeting Room-II, 3rd Floor, Khanolkar Shodhika, ACTREC, Kharghar, Navi Mumbai -410210** along with recent CV and photograph (passport size), original and Xerox copies of all certificates (Educational qualifications, Work Experience, and Aadhaar Card as ID proof)

Reporting Time: 09:45 AM to 10:15 AM.

Alpasani

In charge (Academic & Project Cell)