



TATA MEMORIAL CENTRE
CENTRE FOR CANCER EPIDEMIOLOGY
KHARGHAR, NAVI MUMBAI- 410 210
www.actrec.gov.in
 Phone No: 91-22-68735000/5849/5783



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

No. CCE/Advt/1348/2025

WALK- IN- INTERVIEW (on Project)
Date: Wednesday, 12th November 2025

Post, Pay and Job Location	Norms	No. of Post
Post: Coder Supervisor Pay Range: Rs.36,000/- per month Job Location: Centre for Cancer Epidemiology, ACTREC, Kharghar, Navi Mumbai – 410210.	Qualification: Bachelor's degree (B.Sc.) in any branch of Biological Sciences or Life Sciences from a recognized university or institution. Strong understanding of basic medical terminology and disease Classification as per WHO ICD -10. Proficiency in MS Office (Excel, Word, Power Point) and handling large datasets. Desirable Qualification & Experience: One year of experience in Epidemiology, Public Health or Medical Data Management. Experience in mortality coding using ICD-10 or processing verbal autopsy Data will be an added advantage. Familiarity with the Civil Registration and Vital Statistics (CRVS) system and knowledge of data flow processes within the health sector. Good analytical, communication and co-ordination skills for interaction with state-level health departments and partner institutions. Ability to work both independently and collaboratively in multidisciplinary teams. Job Description: Supervisor and co-ordinate the work of coders engaged in mortality Coding under the USCOD project. Ensure timely and accurate coding of causes of death using ICD-10 as Per WHO standards. Conduct regular quality checks and validations of coded data. Support training and capacity-building activities for coders and health staff involved in MCCD and ICD coding. Assist in data analysis, preparation of reports and documentation for review and dissemination. Maintain records, progress logs and support monitoring and evaluation activities. Contribute to the development of standard operating procedures (SOPs) and best practice guidelines for mortality coding.	01

Duration: Initially for a period of 06 months or till the continuation of 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/>

Eligible Candidates may attend the walk-in interview along with their Bio-data, Original certificates, Qualification Certificates, Experience Certificates, Birth Certificate, Photo, Pan Card, etc. with a set of Xerox copies on **12.11.2025 at 10.00 a.m. Room No. 205, 2nd floor, Centre for Cancer Epidemiology, Advanced Centre for Treatment, Research & Education in Cancer, Sector 22, Kharghar, Navi Mumbai - 410 210.**

Reporting Time: 10.00 am to 11.00 am

Banteemilli
 27/10/25
Assistant Administrative Officer, CCE