



**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- Ext.5557**

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

No. ACTREC/Advt-79/2018

03.12.2018

**WALK - IN - INTERVIEW FOR  
SECRETARIAL ASSISTANT (1 Post)  
(ON PROJECT)**


**EDUCATIONAL QUALIFICATION:** Bachelor degree in Science or equivalent with minimum 6 months course in Computers or MSCIT certified.

**CONSOLIDATED SALARY:** ₹ 12,000/- per month.

**DURATION:** Six months and extendable.

Eligible Candidates may attend the walk in interview **on Tuesday, 11<sup>th</sup> December, 2018** at **Administrative Meeting Room, PS-334, 3<sup>rd</sup> Floor, Paymaster Shodhika, ACTREC** along with recent CV & original and attested copies of all certificates and testimonials with recent passport size photograph.

**Reporting Time:** 10:00 a.m. to 10.30 a.m.

  
3/12/18

Asst. Administrative Officer