



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

(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)
No. ACTREC/Advt-25/2021 11.05.2021

ONLINE INTERVIEW FOR
ADMINISTRATIVE ASSISTANT (ON PROJECT)

Project Entitled: “Bioinformatics & Computational Systems Biology of Cancer-BIC”

Essential Qualification: Any Graduate degree.

Consolidated Salary: Rs.22,320/-p.m.(Rs.18,000/-p.m.+24%HRA)

Duration: Six Months and extendable.

Candidates fulfilling the requirements should send mail to (avarma@actrec.gov.in) mentioning the post applied in the subject and attaching recent CV highlighting the qualification by 18th May, 2021 till 05.30 p.m.

Eligible candidates will be informed by reply email about the tentative timing of Zoom Interview.

Selected candidates will have to come to ACTREC and will be allowed to join after verification of their original certificates.

Sd/-
In-charge(Academic and Project Cell)

Application for the post applied for Administrative Assistant

| | | | |
|--|------------------|------|-----------|
| Name | | | |
| Address | | | |
| Date Of Birth | | | |
| Whether Physically Handicapped | | | |
| Fluency of Languages (Specify all) | | | |
| Educational Qualification (Mention in chronological order, starting from highest qualification first) | | | |
| Exam Passed | Board/University | Year | Marks (%) |
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| | | | |
| Relevant Work Experience | | | |
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| | | | |
| | | | |
| Name & Contact details of Referees (max 2): | | | |
| | | | |
| | | | |
| Any Other Information | | | |
| Date | Signature | | |

