



**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 Extn.:5353/5082**

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

No. ACTREC/Advt-72/2022

27.09.2022

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

EDUCATIONAL QUALIFICATION: H.Sc. with minimum 6 months course in Computers from recognized Institute or MS-CIT course.

EXPERIENCE: Minimum 1 year & knowledge of statistical software is desirable.

CONSOLIDATED SALARY: Rs.15,000/- p.m.

DURATION: Six months & extendable.

Eligible Candidates may attend the walk in interview **on Wednesday, 12th October, 2022, at 3rd Floor, Seminar Room, Khanolkar Shodhika, ACTREC** along with recent CV & original and attested copies of all certificates and testimonials with recent passport size photograph.

Reporting Time: - 12.00 pm to 12.30 pm

Sagar Pawar
for In-charge (Academic & Project Cell)