



**TATA MEMORIAL CENTRE**  
**CENTRE FOR CANCER EPIDEMIOLOGY**  
**Kharghar, Navi Mumbai- 410 210**  
[www.actrec.gov.in](http://www.actrec.gov.in)  
Phone No : 022-68735000/5849/5783



(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)  
No. CCE / Advt / 1460 / 2024

**WALK – IN- INTERVIEW (On Project)**  
**Date: Monday 9<sup>th</sup> December, 2024**

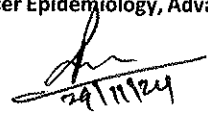
Sr. No.	Post, Pay and Job Location	Norms	No. of Posts
1	<b>Project Assistant</b>  <b>Salary:</b> Rs. 30,000/- to 45,000/- pm  <b>Place of Work:</b> Centre for Cancer Epidemiology, ACTREC, Kharghar, Navi Mumbai 410210	<b>Qualification &amp; Experience:</b> Graduate from a recognized University with Computer Course in Microsoft Office along with 1-3 years of experience in project management or project coordination, preferably in a healthcare setting.  Candidates with bachelor's degree & experience in the field of healthcare administration, medical records, public health or a related discipline may be given preference.  Candidate must have proficiency in MS Excel / Word / Power Point with excellent typing speed, drafting letters in Hindi & English & coordination with government officials.  Candidates having strong organizational, time management, written, verbal communication Skills, Familiarity with medical terminology and healthcare documentation standards may be given preference	01

**DURATION:** 6 months or till the continuation of the 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 Bio-data, Original Qualification Certificate, Experience certificate, Photo, Pan Card etc. with Xerox copies on 09.12.2024 at 10.00 a.m. at 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 a.m. to 11.00 a.m.

  
Asst. Administrative Officer, CCE