



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)**  
Sector – 22, Kharghar, Navi Mumbai 410 210.  
(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)



No. ACTREC/ADVT. 40/2025

February 18, 2025

## WALK – IN / ZOOM INTERVIEW

Post	Medical Officer (On Contract Basis)
Interview Date / Day	13/03/2025 (Thursday)
Venue	Paymaster Shodhika, Administration Department, Room No. PS-330, Advanced Centre for Treatment, Research and Education Centre (ACTREC), Sector-22, Kharghar, Navi Mumbai – 410 210.
Reporting Time	02.00 p.m. to 02.30 p.m.
Educational Qualification	MBBS / BDS / BHMS / BAMS / BUMS
Experience	Candidate having experience as Medical Coordinator in government healthcare yojana will be given preference. However, freshers can also apply.
Job Role & Key Responsibilities	To provide clinical oversight, undertaking package selection and supporting for claim processing and query handling.  <b>Key Responsibilities:</b> i. Assisting in package selection. ii. Addressing queries related to claims and medical documentation.
Age	Up to 35 years (as on advertisement date)
Consolidated Salary	Rs. 70,000/- to Rs. 95,000/- p.m. (depending upon educational qualification and work experience)
Duration	Initially for the period of one year (extendable as per requirement of the Centre).

### Instructions for the candidates:

For Walk-in Interview:	Candidates fulfilling above requirements may appear for Walk-In Interview along with Bio-data, recent passport size photograph, Xerox copies of Aadhar Card, PAN CARD, Educational qualification certificates and Working experience certificates at above venue within reporting time only.
For Zoom Interview:	Candidates may drop in a mail requesting for a Zoom Interview at mail id: <a href="mailto:recruitment@actrec.gov.in">recruitment@actrec.gov.in</a> along with Bio-data, Self-attested copies of certificate regarding date of birth, recent passport size photograph, scanned copies of PANCARD, qualification certificates, and experience certificates on or before 12 <sup>th</sup> March, 2025 (Wednesday) 05.00 p.m.

  
(S. G. Sardesai)  
Dy. Administrative Officer (HRD),  
ACTREC