



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-117/2025

09.06.2025

WALK-IN-INTERVIEW for
SECRETARIAL ASSISTANT
(on Academic Funds)

ESSENTIAL QUALIFICATION: -

Mandatory :

1. Graduate degree with a minimum 6 months' computer course from recognized Institute or MS CIT Certificate.

EXPERIENCE: Previous experience of at least 6 months as a secretarial assistant is preferred.

CONSOLIDATED SALARY:

1. Graduate Degree : Rs.21,100/-p.m.

DURATION: Six months & extendable

Eligible candidates may attend the walk in interview on **Wednesday, 18th June, 2025** in Venue - **3rd Floor, Meeting Room-II, Khanolkar Shodhika**, ACTREC, Kharghar, Navi Mumbai -410210 along with recent CV, original and Xerox copies of all certificates and testimonials with recent passport size photograph and ID proof. (Preferably Aadhaar Card).

REPORTING TIME: 10:00 a.m. to 10.30a.m.

Alpasani

In charge (Academic & Project Cell)