



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Kharghar, Navi Mumbai- 410 210 www.actrec.gov.in
Phone No: 91-22-68735000, Extn.:5082/5353
(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)

No. ACTREC/ADVT-33/2026

Dt. 28.02.2026

WALK-IN INTERVIEW for
Office Assistant (Project Coordinator)
(BioE3-BioHub R&D Unit, ACTREC)

Name of the Funding Agency & Grant Project Title: Department of Biotechnology - *Establishment of Advanced Cancer Cell Therapy Biomanufacturing Hub Cancer at ACTREC, Tata Memorial Centre, Mumbai.*

Name of the Project Principal Investigator (PI): *Dr. Albeena Nisar, CAR T Cell Therapy Centre, ACTREC, Tata Memorial Centre*

ESSENTIAL EDUCATIONAL QUALIFICATION & EXPERIENCE: Mandatory

Bachelor's degree (B.Sc. or any Graduation) from a recognised University/Institution AND MSCIT or equivalent computer course of 6 months.

No. of positions	Role/Project	Experience (in months)	Salary per month
1	R&D: The office assistant (Project coordinator) will be responsible for overall coordinator for R&D project, and supporting the Principal Investigator (PI) for overall coordination & general administrative work of the Project, as required. The Project coordinator will be responsible for supporting the PI for coordinating organizing research and project documentation, preparing official correspondence and reports, tracking project deadlines, and facilitating communication with teams and collaborators. The Project coordinator will be responsible for organizing records, project UC/SOE submissions, organizing files, assisting with documentation, and facilitating of the grant deliverables.	6 months	Rs. 30,000/- consolidated

DURATION: 6 months with further extension depending on satisfactory performance.

Eligible candidates may attend the walk-in interview on **Monday, 9th March 2026** and report at Room No. 306, Paymaster Shodhika, ACTREC, Kharghar, Navi Mumbai- 410210 along with recent CV, original and xerox copies of all certificates, experience cert. and testimonials with recent passport size photograph and ID proof. (Preferably Aadhaar Card).

Reporting Time: 10:00 AM to 10.20 AM

Alpasani

In charge (Academic & Project Cell)