



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER**  
Kharghar, Navi Mumbai- 410 210 [www.actrec.gov.in](http://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-34/2026

Dt. 28.02.2026

**WALK-IN INTERVIEW for**  
**Secretarial Assistant**  
**(BioE3-BioHub, 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	Salary per month
1	<b>R&amp;D:</b> The secretarial assistant for R&D will be responsible for the daily operations of the R&D facility, procurement, and handling routine office tasks. This includes maintaining records, organizing files, assisting with documentation, coordinating with staff, and facilitating and supporting the Principal Investigator (PI) for general administrative work as required.	6 months	Rs. 23,000/- consolidated

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

Eligible candidates may attend the walk-in interview on **Monday, 9<sup>th</sup> 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)**