



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-35/2026

28.02.2026

WALK-IN INTERVIEW for
Office Assistant (Procurement 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 with MSCIT or equivalent computer course of 6 months.

No. of positions	Role/Project	Experience	Salary per month
1	The Office Assistant (Procurement Coordinator) will be responsible for overall coordination of the R&D projects and for supporting the Principal Investigator (PI) in procurement and accounting activities . The role includes assisting with purchase and procurement processes for the R&D unit , including consumables and equipment , preparing equipment specifications, indenting materials, maintaining Utilization Certificates (UCs) and Statements of Expenditure (SOEs) , handling monthly accounts, processing invoices and bills, maintaining financial records, tracking budget utilization, and supporting audits and compliance documentation. The assistant will also organize files, maintain systematic documentation and records, and perform routine administrative office work to ensure smooth project operations.	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 10.30 AM

Alpasani

In charge (Academic & Project Cell)