



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-36/2026

28.02.2026

**WALK-IN INTERVIEW for**  
**Office Assistant (Procurement Coordinator)**  
(BioE3-BioHub GMP 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 GMP projects and for supporting the Principal Investigator (PI) in <b>procurement and accounting activities</b> . The role includes assisting with <b>purchase and procurement</b> processes for the <b>GMP unit</b> , including <b>consumables and equipment</b> , preparing equipment specifications, indenting materials, <b>maintaining Utilization Certificates (UCs) and Statements of Expenditure (SOEs)</b> , <b>handling monthly accounts, processing invoices and bills, maintaining financial records, tracking budget utilization, and supporting audits</b> 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, 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 10.30 AM**

*Alpasani*

**In charge (Academic & Project Cell)**