



**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.:5353/5082**

**(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)**

No. ACTREC/Advt-71/2026

16.04.2026

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

**ESSENTIAL QUALIFICATION: -**

**Mandatory :**

1. HSC with minimum 6 months' computer course from recognized Institute or MS CIT Certificate.
- OR**
2. Graduate degree with a minimum 6 months' computer course from recognized Institute or MS CIT Certificate.

**EXPERIENCE:** Experience in secretarial assistant position will be preferred.

**CONSOLIDATED SALARY:**

1. HSC : Rs. 19,100/-p.m.
2. Graduate Degree : Rs.21,100/-p.m.

**DURATION:** Six months & extendable

Eligible Candidates may attend the Walk-In Interview on **Friday, 24<sup>th</sup> April, 2026** in **Miniauditorium, 3<sup>rd</sup> Floor, Paymaster Shodhika, ACTREC, Kharghar, Navi Mumbai, 410210** along with recent CV, original and xerox copies of all certificates, Experience certificate 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)