

WALK- IN – INTERVIEW FOR
Project Co-ordinator
(On contract Basis through
A-1 Facility and Property Managers Pvt. Ltd.)

An outsourced Contractor for Manpower Services, looking for Project Co-ordinator to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION & EXPERIENCE: Graduate/ Post Graduate Degree in Science/Maths/Statistics/Biology/Chemistry/Physics/Epidemiology/Population science or related Science fields along with Postgraduate diploma/certificate course in cancer research/clinical research/ cancer registry with minimum 03 years of experience in Clinical research. Candidate has to be well versed with MS-OFFICE and general-purpose computer software & tools such as Calendars, scheduling, Virtual conferencing software's etc.

Desirable: 1. Experience with REDCap for research clinical data management, Cancer registry case abstraction / coding / data analysis/SPSS or other statistical tools. 2. Prior history of managing scientific projects, documentations, including IEC submissions, indent & purchase procedures. 3. Ability or experience with data-mining, excel formulas, using AI tools such as co-pilot, LLMs etc. for data mining is desirable.

AGE: Up to 30 Years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹ 34,000/- p.m. to ₹ 40,000/- p.m. (on the basis of Experience over and above the specified eligibility criteria)

DURATION: 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview **Thursday, 10th September, 2026 at Conference Room 115, at R. Chidambaram Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, ORIGINAL and Self Attested copies of qualification mark sheet, certificates and experience certificates.

Reporting Time: 10:00 a.m. to 10:30 a.m.

Sd/-
Supervisor