

WALK- IN – INTERVIEW FOR
Data Entry Operator
(On Outsourced Contract Basis)
A-1 Facility and Property Managers Pvt Ltd.

An outsourced Contractor for Manpower Services, looking for “Data Entry Operator” to be placed on contract at Tata Memorial Centre- CCE- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Graduation in Science with a computer course and proficiency in office software.

Minimum one year of experience in Scanning, digitization and electronic document management is desirable.

CONSOLIDATED SALARY: ₹. 23,870/- to 35,000/- p.m.

DURATION: Six months and to be extendable as per requirement.

JOB LOCATION: Centre for Cancer Epidemiology (CCE), ACTREC, Kharghar

AGE LIMIT: - Up to 30 years

Candidates fulfilling above requirements may walk in for interview on **24th September, 2026 at Room No. 205, 2nd floor, CCE, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with CV and original / attested copies of all certificates and testimonials.

Reporting Time: 10.00 a.m. to 10.30 a.m.

Sd/-
Supervisor