



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
Sector – 22, Kharghar, Navi Mumbai 410 210
(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)



March 5, 2024

CORRIGENDUM

for

ADVERTISEMENT NO. ACTREC/ADVT-A-4/2024 dated 01/02/2024.

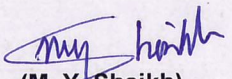
The Age, Qualification and Experience criteria for the post of Chief Administrative Officer may be read as under :

CHIEF ADMINISTRATIVE OFFICER (1-UR)

| | |
|---------------------------------------|---|
| Level of Pay in the Pay Matrix | Level-12 (Pre-revised PB-3, Rs.15600-39100+ GP-7600/-) |
| Initial Pay | Rs. 78,800/- Level-12, Cell 1 + Allowances applicable. |
| Age: Upper Age Limit as on 07/03/2024 | 55 Yrs. |
| Qualification & Experience: | <p>Educational Qualifications: Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Personnel Management / Human Resource Development Management / Labour Welfare / Industrial Relations / Public Administration / Operations/ Finance / Accounts / Material Management from a reputed institute.</p> <p>Essential Experience: Experience in the Administration, Human Resource Development Management, Finance, Material Management, Estate Management, Policy Formation, Establishment matters etc.</p> <p>Candidates working in the Government / Autonomous Body / PSUs: Should be in Pay Matrix Level-11 (GP-6600) or combined experience of 06 years at Pay Matrix Level-9 (GP-5400) and above.</p> <p>Candidate working in private sector: should have 15 years of experience, out of which 05 years should be Senior Managerial experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-11/GP 6600.i.e. approximately Rs. 1.27 lacs per month.</p> <p>Desirable Experience: Candidates well versed with Government procedures will be preferred</p> |
| Location | ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI |

Note : The date of closure of ONLINE application submission has been extended till 21st March 2024.

Other General Terms & Conditions of the advertisement will remain unchanged.


(M. Y. Shaikh)
Chief Administrative Officer
ACTREC