



**TATA MEMORIAL CENTRE**  
**CENTRE FOR CANCER EPIDEMIOLOGY**  
Kharghar, Navi Mumbai- 410 210  
[www.actrec.gov.in](http://www.actrec.gov.in)  
Phone No : 022-68735000/5849/5783



(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)  
No. CCE/Advt/ 342 /2021

**ZOOM – INTERVIEW on (Project)**

Sr. No.	Post, Pay range	Norms	No. of Post
1	<b>Administrative Assistant</b> Salary Range (Per Month) : Rs. 21,100/- to Rs.45,000/- <b>Place of Work:</b> Centre for Cancer Epidemiology, ACTREC	Any Graduate, having sound knowledge of computer operation, Passing MS-CIT Certificate.  1 year experience in Epidemiology. Good writing and verbal communication skill.	<b>01</b>

**DURATION:** Six months and may be extendable.

We prefer to conduct the interview through Electronic Media like ZOOM Meeting. Interested candidate may send scan copy of their updated resume with the relevant documents to the email id [tmc.ccerecruitment@gmail.com](mailto:tmc.ccerecruitment@gmail.com) mentioning the post applied in the subject line on or before 11.05.2021.

Eligible candidate will be informed about online interview details in advance.



Asst. Administrative Officer, CCE