



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
(A Grant-in-Aid Institution of the Department of Atomic Energy, Government of India)

No. ACTREC/Advt.12/2023

January 27, 2023

WALK – IN INTERVIEW

- Post** : **ASSISTANT PURCHASE OFFICER (ON CONTRACT BASIS)**
- Interview Date / Day** : **06th February 2023 (Monday)**
- Venue** : Paymaster Shodhika,
Administration Department, Room No. PS-331,
Advanced Centre for Treatment, Research and Education centre (ACTREC),
Sector-22, Kharghar, Navi Mumbai – 410 210.
- Reporting Time** : **09.30 AM to 10.30 AM**
- Qualification** : Graduate from a recognized University. Post graduate degree / Masters in any field/ Diploma in Material Management from a reputed institution.
- Experience** : The candidate should have **4 years** of experience in Purchase/ Stores Department.
The candidate should be well versed in procurement process consisting of preparing Tender Documents (Both e-Tenders and Manual Tenders), co-ordinating pre-bid meetings, opening of Tenders, preparing initial comparative statements, placement of Purchase Orders, post PO follow-up, Import clearance etc.
Candidates well versed with Government procurement procedures will be preferred.
- Age** : **35 years as on 06/02/2023 (may be relaxed depending on experience)**
- Consolidated Salary** : Rs 35,000/- p.m.
- Duration** : 6 months (extendable as per requirement)

Candidates fulfilling above requirements may appear for Interview along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PANCARD, qualification certificates, and experience certificates at above venue.

Shraddha
27/01/23
Shraddha V. Deshmukh
Assistant Administrative Officer (HRD)
ACTREC