



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND**  
**EDUCATION IN CANCER**  
Kharghar, Navi Mumbai- 410 210  
[www.actrec.gov.in](http://www.actrec.gov.in)  
Phone No : 91-22-27405000

(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)

No. ACTREC/Advt-41/2020

29.09.2020

**WALK - IN - INTERVIEW FOR**  
**RESEARCH ASSISTANT (1 post)**  
**(ON PROJECT)**

**EDUCATIONAL QUALIFICATION :** B.Sc./B.Tech or equivalent or higher.

**EXPERIENCE :** Candidate should have experience with healthcare project management / Clinical Trial management, including basic understanding of ethics and Good Clinical Practices. Candidate should have good handle over standard tools such as Word, Excel, Google Calendar, Meeting platforms like Zoom, Microsoft teams, Google Meet, etc. and be fluent in English Communication.

**Job Profile:** Includes but not restricted to project management, managing communications between investigators, ethics committee, legal team; handling and scheduling appointments for projects and maintaining project related documentation.

**CONSOLIDATED SALARY:** ₹ 16,000 - ₹ 20,000/- per month depending on experience and qualifications.

**DURATION:** Six months and extendable.

Eligible Candidates may attend the walk in interview on **6<sup>th</sup> October 2020(Tuesday)**, at **PS-303, 3<sup>rd</sup> Floor, Paymaster Shodhika, ACTREC** along with recent CV & original and attested copies of all certificates and testimonials with recent passport size photograph.

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

  
29/9/2020  
Jr. Administrative Officer(HRD-OS)