



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.24/2020

29.07.2020

WALK- IN – INTERVIEW & ONLINE INTERVIEW FOR
AD-HOC ASSISTANT MEDICAL SUPERINTENDENT
ON CONTRACT BASIS

Date: Thursday, 20th August, 2020

Time: 10.30 a.m. to 12.30 p.m.

ESSENTIAL QUALIFICATION AND EXPERIENCE: MD (Hospital Administration) with 3 years of experience after Post Graduation in reputed Hospital in managerial capacity.

OR

M.B.B.S/B.D.S. with full time post-Graduation in Hospital Administration (M.H.A.) from a recognized University in India or abroad with 4 years of experience after post-Graduation in reputed Hospital in managerial capacity.

Experience in Hospital Project Management is desirable.

CONSOLIDATED SALARY: Rs. 72,000/- to Rs. 90,000/- pm (depending on qualification and experience)

DURATION: 6 months and is extendable

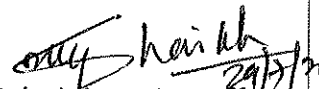
ACCOMMODATION: Campus Accommodation, if available

JOB DESCRIPTION: Assistance in the day to day operations of Medical Administration in all medical administrative activities. Coordinate with purchase Department regarding procurement of equipment's and consumables for Clinical Research Centre. Liaise with Regulatory Authorities for approvals. Candidate should be keen to undertake in depth study of Systems and Process related to patient services and implementation of solution. The candidate will also be involved in Quality initiatives & Accreditation process. Project Management will also be part of the responsibility.

Candidates who are unable to attend the walk in interview may register for video interview (through zoom/ what's app) by sending a request email to recruitment@actrec.gov.in mentioning the post applied for, in the subject line.

Reporting Time: 9:30a.m. To 10:30 a.m.

For queries, Candidates may contact 91-22-27405000 (Extn-5557)


Administrative Officer
ACTREC