TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Kharghar, Navi Mumbai- 410 210
www.actrec.gov.in **Phone No: Tel +91-22-68735000/5082/5353**
(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India

No. ACTREC/ADVT-232/2026 17.11.2026

WALK-IN-NTERVIEW FOR

SECRETARIAL ASSISTANT (01 Post)

(On Academic Funds)

Educational Qualification :
Mandatory :

1. HSC with minimum 6 months' computer course from recognized Institute or an MS CIT Certificate.
2. Graduate degree with a minimum 6 months' computer course from recognized Institute or an MS CIT Certificate.

EXPERIENCE: Minimum 6 months experience is mandatory.

CONSOLIDATED SALARY:

1. HSC : Rs. 19,100/-p.m.
2. Graduate Degree : Rs.21,100/-p.m.

DURATION: Six months & extendable.

AGE : Maximum age of 50 year at the time of interview.

DURATION: Six Months & Extendable.

The work progress of candidates will be monitored and an extension after six months will depend on the satisfactory progress of the work.

Eligible Candidates may attend for the **Walk-in interview** on **Monday, 07th December, 2026** and report to **Meeting room, 3rd Floor, Khanolkar Shodhika**, Kharghar, Navi Mumbai -410210 along with recent CV and photograph (passport size), **original and xerox** copies of all certificates (educational qualifications, work experience Cert., and Aadhaar Card as ID proof). The written examination will be conducted to shortlist interview candidates, incase 15 ± 5 candidates appear for the advertisement and as per PI's discretion.

Reporting Time: 10:00am to 10:30am

Alpasani

In charge (Academic & Project Cell)