



**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 Extn.:5353/5082

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

No. ACTREC/ADVT-155/2023

18.12.2023

**WALK - IN - INTERVIEW**  
**Research Coordinator**  
**(On Project)**

**To work on project entitled “Basic & Translational Research in Cancer”**

**Educational Qualification & Experience**

**Mandatory:** Bachelors in any science stream and expertise with word, excel and other office applications.

**Desirable:** Fast Typing skills, experience with biomedical research, experience with ethics application, patent application etc. Diploma in Clinical Research is desirable.

**Job Profile:** The candidate will be expected to handle, and help with communications, documentation related to regulatory agencies such as Institutional ethics committee, funding agencies, patent authorities, administrative communications, approval applications and other scientific project management and documentation tasks. Document filing, management and data entry for scientific projects will also be expected.

**Consolidated Salary:** Rs.20,000/- to Rs. 25,000/- per month, commensurate to qualification and experience.

**Duration:** Six months & extendable.

The work progress of the candidate will be monitored and extension after 6 months will depend on satisfactory progress of the work.

Eligible candidates may attend the walk in interview on **Tuesday, 9<sup>th</sup> January 2024 in KS Meeting room 1, 3rd Floor, Khanolkar Shodhika, ACTREC, Kharghar, Navi Mumbai-410210** along with recent CV, original and xerox copies of all certificates and testimonials with recent passport size photograph and ID proof. (Preferably Aadhaar Card)

**Reporting Time:** 09:45 AM to 10:15 AM.

*Alpazani*

In-charge (Academic & Project cell)