



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION
IN CANCER**

Kharghar, Navi Mumbai- 410 210

www.actrec.gov.in Phone No : 91-22-27405000/5082/5353

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

No. ACTREC/ADVT-93/2025

17.05.2025

**INTERVIEW FOR
DATA ENTRY OPERATOR
(ON SHI PROJECT)**

EDUCATIONAL QUALIFICATION: Mandatory:

1. Graduate degree in relevant field with minimum 6 months course in computer from recognised institute or MS-CIT. **OR**
2. H.Sc. with minimum 6 months course in computer from recognised institute or MS-CIT course.

WORK EXPERIENCE:

Mandatory: Should be work experience (Minimum 1 months) in Excel, Word & PowerPoint.

CONSOLIDATED SALARY:

1. Graduates - Rs. 21,100/-p.m
2. Under Graduates – Rs.19,100/-p.m.

DURATION: Six Months & Extendable.

Eligible Candidates may attend the walk in interview on **Wednesday, 25th June, 2025** and report at **Meeting Room-II, 3rd Floor, Khanolkar Shodhika**, ACTREC, Kharghar, Navi Mumbai -410210 along with recent CV and photograph (passport size), **original and xerox** copies of all certificates (educational qualifications, work experience, and Aadhaar Card as ID proof).

Reporting Time: 10:00 AM to 10:30 AM.

Alpasani

In charge (Academic & Project Cell)