

No. Advt-OS-A/CCE//232/2025

August 6, 2025

**WALK - IN - INTERVIEW FOR**  
**Sr. Administrative Assistant**  
**(On Contract Basis – on Outsourced Contract)**

An outsourced Contractor for Manpower Services, looking for “**Sr. Administrative Assistant**”- to be placed on contract at Tata Memorial Centre – ACTREC, Kharghar, Navi Mumbai – 410210 detailed as below :

**ESSENTIAL QUALIFICATION** : Graduate Degree in any field

**EXPERIENCE** : Minimum 6 year of work experience in Administrative work related to Research project in a Govt./Private Institute/Dept./Division after Graduation is mandatory.

Knowledge in computer software (MS Office) is desirable

**PAY RANGE** : Rs.30,000/ p.m. to Rs.40,000/- p.m.

**DURATION** : 6 months (extendable as per requirement)

**PLACE OF WORK** : Centre for Cancer Epidemiology (CCE), ACTREC, Kharghar

*Please note that the Recruitment Process may include written examination before personal Interview for given post.*

Candidates fulfilling above requirements may walk in for interview on **09.09.2025 at 10.00 a.m.** Room No. 205, 2<sup>nd</sup> floor, Centre for Cancer Epidemiology, Advanced Centre for Treatment, Research & Education in Cancer, Sector 22, Kharghar, Navi Mumbai - 410 210 along with Bio-data, Original certificate/ attested copies of all certificate and testimonials.

Reporting Time: 10.00 a.m. to 11.00 a.m.

**Sd/-**  
**Supervisor**