Job Vaccancy

Job Vacancy Detail

Adv No. : TMC/AD/36/2021

Advertisement Name : Applications are invited for the post of ADMINISTRATIVE CO-ORDINATOR on"NATIONAL CANCER GRID" Project (A/c No.2977) (Initially for a period of six months)

Start DateTime : 25-03-2021 To End DateTime : 24-04-2021

Available Job Posts

Sr No.	Post	Adv Type	Pay Flag	Is Online	Click Online availability

Description

TATA MEMORIAL HOSPITAL
(TATA MEMORIAL CENTRE)
H.R.D. DEPARTMENT

(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

Ref. No. TMC/AD/36/2021 **18.03.2021**

Applications are invited for the post of **ADMINISTRATIVE CO-ORDINATOR** on"NATIONAL CANCER GRID" Project (A/c No.2977) (Initially for a period of six months)

SR. NO.	QUALIFICATION	REMUNERATION P.M.
1	**Graduate in Science or Commerce with knowledge about administrative duties . Candidates with a degree or a diploma in business management will be given preference. Should have good communication skills (written & verbal and good inter personal skills . Experience with good documentation practice would be desirable.** **Experience of 2 years in the relevant field is mandatory.** **Candidate should have minimum 6 months course in Computer from a recognized Institute or MS CIT Certificate .**	**Between Rs. 30000/- – Rs.32000/-**

Candidate should have monitoring experience for clinical studies during training or on the job experience.

Candidate should have good communication skills, both verbal and written and should be fluent in English Language.

This position may entail extensive travel within the country.

The salary will commensurate with experience and qualifications of the candidate.

HOW TO APPLY: Eligible applicants would be required to submit hard copy of their application and C.V. along with a recent passport size photograph, attested copies of all certificates regarding Date of Birth, Educational Qualifications, Experience Certificates, copy of PAN CARDetc so as to reach H.R.D. Dept. (Project Office), Service Block Bldg, 4thflr, Tata Memorial Hospital, Dr. E. Borges Marg, Parel, Mumbai 400012 on or before 12.04.2021.

Envelope should be marked as "APPLICATION FOR THE POST OF ADMINISTRATIVE CO-ORDINATOR "

(BENNY GEORGE)
HRD OFFICER

For further queries kindly contact No.24177000 EXTN.4666 / 7129