

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

**APPLICATIONS ARE INVITED FOR THE POST OF
ADMINISTRATIVE COORDINATOR
NATIONAL CANCER GRID PROJECT**

Job Location : Mumbai

No. of Vacant Post: 01

Job Description :

Communications, organization of meetings/ courses, procurement, roster management. This includes (but is not limited to):

- Preparing response letters/emails, Prepare audit reports
- Excel worksheets for budgets, Monthly statements of activities
- Application for funding for various projects
- Arrange meetings/conferences, prepare minutes of the meetings,
- Assist to prepare presentation slide decks, arrange travel and stay
- Prepare expense statements, analyze and improve office processes and policies, and ensure that the office operates smoothly

Qualification and Experience:

- Graduate with knowledge about administrative duties. Candidates with a Degree or a Diploma in Business management will be given preference. Candidates should have good communication skills (written and verbal). Experience with good documentation practices would be desirable.
- Minimum 3 years work experience in a similar position is mandatory.

Desirable:

- Experience with good documentation practices would be desirable.
- Experience with hospital-based operations will be an additional consideration.

Remuneration: Consolidated Monthly Salary of INR 50000 to 60000 based on educational qualification and years of experience.

GENERAL CONDITIONS :

1. (a) Last date for online application is 03.07.2024 upto 05.30 p.m. (Indian Standard Time)
 - (b) Candidates must send in their candidature through "Online Application" only. Link for online Application - https://tmc.gov.in/Temp/frm_Registration.aspx
 - (c) Candidates will be initially screened and called for Interview on the basis of information provided by them in the online application form.
 - (d) Incomplete applications will be summarily rejected.
 - (e) Candidates who would be called for Interview are required to **carry online application form, original documents along with one set of copy** in support of the details furnished in the online application form regarding date of birth, qualifications, experience, caste, disability certificate etc., failing which such applicants will not be allowed to appear for Interview.
 - (f) Tata Memorial Centre reserves the right to restrict the number of candidates called for the Interview to a reasonable limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Interview.
 - (g) In case it is found at any stage of recruitment that the candidate does not fulfill the eligibility criteria and / or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact (s), his / her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for any post, the candidate should ensure that he / she fulfills all the eligibility criteria under the norms mentioned in the advertisement.
 - (h) Tata Memorial Centre also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.
2. Candidates may be offered a lower grade than what is advertised based on their working experience, research track record and overall assessment at the time of interview and recommendation of the Selection Committee.
3. Tata Memorial Centre does not take any responsibility for non receipt of application through Online.
4. All the outstation candidates are required to make a note that accommodation will not be provided.
5. The applicant must possess valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only. Responsibility of receiving, downloading and printing of related documents will be of the candidate. Tata Memorial Centre will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or delivery of emails to spam/bulk mail folder etc.
6. For further enquiry kindly contact No.24177000 Extn. 4666 / 7129.

(BENNY GEORGE)
CAO(HRD),TMC