



**TATA MEMORIAL CENTRE
[TATA MEMORIAL HOSPITAL]
H.R.D. DEPARTMENT**

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

Ref. No. TMC/AD/128/2026

22.07.2026

WALK-IN INTERVIEW
ON
10.08.2026

Reporting Time: 09:00 A.M. TO 09:30 A.M.

Required staff for the post of 'Manager', at Tata Memorial Hospital, Parel.
Under Fundraising Cell Project A/c no. 2104. (Scheme Accounts).

Qualifications and Experience:

Bachelor's Degree in Commerce with Post graduate degree.

Age: Upper Age Limit 35 years.

Remuneration: Rs. 55,000/-p.m. (Consolidated).

Experience:

- Min 5 years with at least 3 years in an account's role **mandatory**.
- Experience in fundraising, donor relations, NGO operations, healthcare institutions, trusts, foundations, or social sector organizations will be an advantage
- Demonstrated exposure to CSR partnerships and the CSR ecosystem in India.

Skill required:

- Strong understanding of accounting principles, budgeting, and financial reporting.
- Good knowledge of CSR regulations and corporate philanthropy in India.
- Excellent written and verbal communication skills in English.
- Strong interpersonal and stakeholder management skills.
- Proficiency in MS Office (Excel, Word, PowerPoint) and accounting.
- Ability to manage multiple projects and meet deadlines.
- Ability to work independently as well as part of a team.
- Strong problem-solving and coordination skills

Key Responsibilities:

- Manage day-to-day accounting activities
- Maintain accurate financial records and ensure compliance with organizational requirements
- Prepare financial reports, utilization certificates, donor fund statements
- Oversee office administration including but not limited to procurement, vendor management, and documentation
- Support the execution of fundraising initiatives internally and with external stakeholders
- Maintain donor databases and track commitments, receipts, and reporting deadlines.
- Coordinate with corporate donors, foundations, and CSR teams to ensure timely communication and stewardship.

Eligible candidates may attend the walk-in interview at **HRD Department (Project Office) Tata Memorial hospital, Service Block Building, 4th Floor, Dr. E. Borges Marg, Parel, Mumbai – 400012**, along with Bio-data, recent Passport size Photograph, xerox copy of PAN Card, AADHAAR Card, Original Certificates and set of attested copies of all certificates. In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly. Internal candidates need to submit NOC from their current HOD/Principal Investigator.

(BENNY GEORGE)
DIRECTOR ADMIN, TMC