



**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/18/2026

30.01.2026

WALK-IN INTERVIEW

ON

05.02.2026

Reporting Time: 10:00 A.M. TO 11:00 A.M.

Required staff for the Post of “**Administrative Assistant**” at Tata Memorial Hospital, Parel. Under CSR Project (A/c No. 2104).

Qualification: Any Graduate from Recognized University, with in a Minimum Six-Month Computer course from a recognized institute or MS-CIT Certificate **Mandatory**

Experience: Minimum **3 year** of experience in the relevant field (**Mandatory**)

Remuneration: 34,000/- p.m. (Consolidated)

(Salary enhancement may be considered based on Qualification and relevant experience.)

No. of post- 01

Requirements:

- Graduate in any discipline
- 3 years of work experience (preferably in an administrative role)
- Good communication skills
- Verbal & written proficiency in English.
- Ability to communicate with internal teams & external stakeholders over mail & calls.
- Good knowledge of Ms Office (Word, Excel, PowerPoint)
- Familiar with social media (Instagram, Twitter)

Job Description:

- Handling assigned tasks in the Fundraising Department.
- Co-ordinating with internal teams & external stakeholders.
- Handling incurring administrative tasks and supporting Projects related to CSR & individua donations.

Age limit- 30 years.

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)
CAO (HRD), TMC**