



**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/16/2026

30.01.2026

Online Applications are invited for the Post of “**Accounts Administrative Assistant**”. A/c No.-6476. (Initially for a period of six months)

Qualification: Bachelor in Commerce (B. Com) or Bachelor in Finance & Accounts (BAF) with a six-month computer course from a recognized institute or MS-CIT certificate (**Mandatory**)

Experience: Minimum **One year** of experience in the accounts field (**Mandatory**)

Remuneration: 28,000 /p.m. (Consolidated)

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

Age limit :- 35 Years

Important note: The candidate must possess all the Essential Skills and Competencies listed below. Applicants are required to explicitly mention and confirm each item as a checklist in their application. Applications without the completed checklist will not be considered.

Essential Skills and Competencies:

- Good English communication skills, both spoken and written.
- Strong interpersonal skills and the ability to work effectively with multidisciplinary teams.
- Team player with a collaborative and supportive attitude.
- Dedicated and committed to assigned responsibilities and deadlines.
- Proactive in identifying tasks, resolving issues, and following up independently.
- Good organizational and time-management skills.
- Attention to detail and accuracy in financial documentation and records.
- Ability to handle multiple tasks and prioritize work efficiently.
- Advanced knowledge of accounting and financial processes, preferably in a clinical research setting.
- Familiarity with MS Office tools (Excel, Word, email) for reporting and communication.
- Willingness to learn institutional procedures, SOPs, and regulatory requirements.
- Ability to maintain confidentiality of financial and study-related information.
- Positive work attitude and adaptability in a fast-paced research environment.

Roles and Responsibilities

- Review, process, and coordinate clinical research-related agreements in liaison with the Legal Officer and study sponsors, ensuring timely resolution of financial and contractual queries.
- Coordinate with Principal Investigators, study coordinators, and research teams for all finance-related matters pertaining to clinical trials and research projects.
- Prepare, verify, and submit study-wise invoices as per agreement terms; track payments, follow up with sponsors, and ensure timely credit of funds to the respective study-specific accounts.
- Manage and process patient reimbursement in accordance with approved budgets, institutional policies, and regulatory guidelines.
- Maintain accurate and up-to-date account statements for each study, including receipts, expenditures, balances, and outstanding payments.
- Prepare and submit financial reports in the prescribed formats for internal review, audits, sponsors, and regulatory requirements.
- Handle all finance-related correspondence with sponsors, institutional finance departments, auditors, and external stakeholders.
- Ensure compliance with institutional SOPs, sponsor requirements, and applicable regulatory guidelines related to financial management in clinical research.

- **Support financial audits and reconciliations by providing required documentation and clarifications in a timely manner.**
- **Other administrative activities assigned.**

GENERAL CONDITIONS:

1. (a) Last date of online application is **15/02/2026**, 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/fta/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 of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly.
(h) 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, 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 post, the candidate should ensure that he / she fulfills all the eligibility criteria under the norms mentioned in the advertisement.
(i) Tata Memorial Centre also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.
2. **Tata Memorial Centre does not take any responsibility for non-receipt of application through Online.**
3. **All the outstation candidates are required to make a note that accommodation will not be provided.**
4. **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.**
5. **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. 4664 or email to kevatnch.tmh@tmc.gov.in**

**(BENNY GEORGE)
CAO (HRD), TMC**