



**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/62/2026

13.04.2026

**APPLICATION ARE INVITED FOR THE POST OF  
EXECUTIVE ASSISTANT  
NATIONAL CANCER GRID – KOITA CENTRE FOR DIGITAL ONCOLOGY  
(NCG-KCDO)**

**ABOUT NATIONAL CANCER GRID (NCG)**

The National Cancer Grid is a network of major cancer centers, research institutes, patient groups, and charitable institutions across India with the mandate of establishing uniform standards of cancer care with initiatives for prevention, diagnosis, and treatment of cancer, providing specialized training and education in oncology and facilitating collaborative basic, translational, and clinical research in cancer with commitment for data sharing. Currently, NCG has more than 380 member centers, including some of the largest cancer hospitals in the country. Together, NCG hospitals support over 60% of cancer patients across India.

**ABOUT KOITA FOUNDATION**

Koita Foundation ([www.koitafoundation.org](http://www.koitafoundation.org)) is a not-for-profit organization focused on driving Digital Health and NGO Transformation. KF partners with leading academic institutions, hospitals, healthcare technology companies, and NGOs to drive Digital Health adoption in India. In 2021, KF partnered with IIT Bombay, India's #1 academic institution, to establish the Koita Centre for Digital Health ([www.kcdh.iitb.ac.in](http://www.kcdh.iitb.ac.in)). KF is working on multiple Digital Health initiatives on a national scale e.g., working with the Government of India's ABDM initiative ([www.abdm.gov.in](http://www.abdm.gov.in)) on their national roll-out, working with NABH ([www.nabh.co](http://www.nabh.co)), India's large accreditation body for hospitals, to support their digital health initiatives.

**KCDO BACKGROUND AND CONTEXT**

Cancer care is changing rapidly worldwide, and the use of digital tools and technologies is key in driving this change – improving quality, access, and cost of care. Digital technologies are being used across the entire patient journey – screening, diagnostics, treatment, home care, and survivorship. Digital technologies are being used for cancer care to:

- Provide tools for clinicians (incl. clinical decision support, evidence-based guidelines, image analytics & AI/ML, personalized medicine)
- Enable integrated care for patients (incl. cancer screening, telemedicine, remote monitoring, medication adherence, patient engagement, and patient education)
- Track quality of care delivery (clinical quality metrics, patient-reported outcomes)
- Share data, patient care, and best practices across health facilities (incl. data interoperability, and disease registries)
- Engage with companies to build/test new solutions (incl. research, clinical trial automation, patient matching, real-world evidence, AI/ML)
- Collaborate with insurance companies and government (incl. health policy, reimbursements)

NCG and Koita Foundation (<https://www.koitafoundation.org>) created a long-term partnership to establish the Koita Centre for Digital Oncology - KCDO (<https://www.kcdo.in>), to use Digital Health & AI tools to improve cancer care across NCG and NCG hospitals.

**KCDO KEY FOCUS AREAS**

KCDO's focus areas include:

- **Quality:** Leverage digital technology to improve cancer treatment workflows and patient experience e.g., clinical quality measures, guideline adherence, patient engagement, AI/ML.
- **Affordability:** Identify areas for cost reduction using digital health technology, data sharing, etc., to make cancer care more affordable e.g., cost of care benchmarking.
- **Access:** Leverage digital technology to improve access to high-quality cancer care esp. in non-urban / rural areas e.g., telemedicine and delivery of decentralized care.
- **Productivity:** Leverage digital tools and automation to improve the clinical and administrative workflows, reducing manual and redundant activities.

- **Best Practices:** Identify and share best practices in digital technology across NCG hospitals and global best practices.
- **Training / Capacity Building:** Use Digital health tools for continuous learning/skill development in different user groups (e.g., doctors, nurses, technicians, radiology techs).
- **R&D:** Partner with Healthcare Start-ups and other organizations to drive R&D in cancer, and to help monetize research in NCG.

## EXPECTED ROLE

Provide administrative, human resource and day-to day operations support for NCG-KCDO office and staff working on NCG initiatives.

### Administrative Support:

- Manage and organize the office space, ensuring a neat work environment.
- Handle incoming calls, emails, and correspondence, and redirect them appropriately.
- Draft, proofread, and edit documents, letters, and reports as needed.
- Maintain and update the company's filing system, ensuring easy retrieval of documents.

### Scheduling and Coordination:

- Arrange and schedule meetings, appointments, and events for executives and staff.
- Prepare meeting agendas, take minutes, and distribute them to relevant participants.
- Coordinate travel arrangements and accommodation for employees when required.

### Human Resource Support:

- Onboard new staff and assist in coordination with internal departments for completion of joining formalities.
- Arrange and schedule interviews with candidates and provide them with a tour of the office and organization.
- Organize team events and activities to support team-building efforts.

### Communication and Interaction:

- Interact with clients, visitors, and vendors professionally and courteously.
- Assist in preparing presentations and materials for meetings and conferences.
- Collaborate with various departments to facilitate communication and streamline processes.

### Data Management:

- Manage and update databases, ensuring accurate and up-to-date information.
- Compile and analyze data to create reports, charts, and presentations as needed.

### Office Operations:

- Order and maintain office supplies, always ensuring an adequate inventory.
- Coordinate with IT support for resolving technical issues and managing office equipment.
- Operational reports to executive team on quarterly basis

### Confidentiality and Security:

- Handle sensitive information with the utmost confidentiality and discretion.
- Ensure compliance with data protection regulations and company policies.

## DESIRED PROFILE

### Industry Experience and Qualifications

- **5+ years of experience** in supporting office administration, travel logistics, and human resources with **3+ years of experience working as an Executive Assistant or Secretary to senior staff.**
- Bachelor's degree required; **MBA or equivalent degree preferred.**

### Skills and Attributes

- Excellent English communication skills (spoken and written) with proficiency in business communication, including email etiquette and phone manners.
- Strong ability to engage with senior executives on the phone and work with their office to schedule meetings/discussions.
- Demonstrated ability to work with a wide variety of stakeholders across management hierarchy and interdepartmental staff as well as contractors.
- Good understanding of business needs and ability to prioritize. A proactive approach to problem-solving and taking charge of situations.
- Strong desire to contribute to social impact at scale with a long-term view.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite (Gmail, Google Drive, Google Meet, Google Sheets, Google Slides)

**COMPENSATION:** Will be commensurate with the qualification and experience of the candidate.

**JOB-LOCATION:** MUMBAI.

**GENERAL CONDITIONS:**

- 1) **Following important points:**
  - a) **Last date for submission of application is 30.04.2026.**
  - b) Candidates must send their resume to [ncgkcdot@tmc.gov.in](mailto:ncgkcdot@tmc.gov.in) only. No hard copy of the application will be accepted. Application received after due date will not be considered.
  - c) Candidates will be screened based on the information provided by them in their resume.
  - d) Tata Memorial Centre reserves the right to restrict the number of candidates called for the interview to a reasonable limit, based on qualification and experience of the applicants. Fulfilling the prescribed qualification may not entitle an applicant to be called for an interview.
- 2) Tata Memorial Centre also reserves the right to not call a candidate for an interview without assigning any reason thereof.
- 3) All outstation candidates are required to make a note that accommodation will not be provided.
- 4) The applicant must possess a 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 email to spam/bulk mail folder etc.
- 5) Internal candidates need to submit NOC from their current HOD/Principal Investigator.
- 6) For further enquiry kindly contact on: **022-24177000** Extn: **6893** or email to [ncgkcdot@tmc.gov.in](mailto:ncgkcdot@tmc.gov.in).

**(BENNY GEORGE)**  
**DIRECTOR (ADMIN), TMC**