



**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/100/2026

08.06.2026

Applications are invited for Various post (Temporary- Project) under “CRS & DAE-CTC’ project. (A/c. No.0963). (Initially for a period of Six months)

Post	Qualification & Experience	Remuneration	No. of Post
Conference Assistant	<ul style="list-style-type: none">• Graduate in any field with Ms-CIT, proficiency in MS-Excel and Email Communication.• 1 Year Experience in conference Coordination/ Event Coordination is Mandatory	Rs.40,000/- p.m (consolidated)	01

Age Limit-50 Years

Key Responsibilities / Skill requirement for the applicant for the post -

- Coordinate and execute national and international conferences, workshops and academic events.
- Manage end-to-end conference operations including registrations, logistics and on-ground execution for large-scale events (1000+ participants).
- Handle participant communication and ensure timely resolution of queries via telephone and email.
- Draft official correspondence and manage interdepartmental communication.
- Schedule meetings and prepare Minutes of Meeting (MoM).
- Liaise with internal departments and external vendors for effective event execution.
- Maintain event documentation, records and communication logs.
- Manage participant databases, registrations and generate reports using Excel/other tools.
- Demonstrate strong verbal and written communication skills with professional email etiquette.
- Possess good working knowledge of MS Office (Excel, Word, PowerPoint).
- Exhibit strong organizational and multitasking abilities with attention to detail.
- Ability to work in a fast-paced, deadline-driven environment with a proactive approach.
- Maintain a professional attitude with a pleasant and cooperative demeanor

GENERAL CONDITIONS:

1. (a) Last date of online application is **30/06/2026**, 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 & eligible candidates will be called for interview.**
(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 qualifications & experience, 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 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. 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 kevatnecg.tmh@tmc.gov.in

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