



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
Sector – 22, Kharghar, Navi Mumbai 410 210.
(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)



No. ACTREC/ADVT. 40/2025

February 18, 2025

WALK – IN / ZOOM INTERVIEW

Post	Medical Officer (On Contract Basis)
Interview Date / Day	13/03/2025 (Thursday)
Venue	Paymaster Shodhika, Administration Department, Room No. PS-330, Advanced Centre for Treatment, Research and Education Centre (ACTREC), Sector-22, Kharghar, Navi Mumbai – 410 210.
Reporting Time	02.00 p.m. to 02.30 p.m.
Educational Qualification	MBBS / BDS / BHMS / BAMS / BUMS
Experience	Candidate having experience as Medical Coordinator in government healthcare yojana will be given preference. However, freshers can also apply.
Job Role & Key Responsibilities	To provide clinical oversight, undertaking package selection and supporting for claim processing and query handling. Key Responsibilities: i. Assisting in package selection. ii. Addressing queries related to claims and medical documentation.
Age	Up to 35 years (as on advertisement date)
Consolidated Salary	Rs. 70,000/- to Rs. 95,000/- p.m. (depending upon educational qualification and work experience)
Duration	Initially for the period of one year (extendable as per requirement of the Centre).

Instructions for the candidates:

For Walk-in Interview:	Candidates fulfilling above requirements may appear for Walk-In Interview along with Bio-data, recent passport size photograph, Xerox copies of Aadhar Card, PAN CARD, Educational qualification certificates and Working experience certificates at above venue within reporting time only.
For Zoom Interview:	Candidates may drop in a mail requesting for a Zoom Interview at mail id: recruitment@actrec.gov.in along with Bio-data, Self-attested copies of certificate regarding date of birth, recent passport size photograph, scanned copies of PANCARD, qualification certificates, and experience certificates on or before 12 th March, 2025 (Wednesday) 05.00 p.m.


(S. G. Sardesai)
Dy. Administrative Officer (HRD),
ACTREC