



**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION  
IN CANCER**

**Kharghar, Navi Mumbai- 410210**

**[www.actrec.gov.in](http://www.actrec.gov.in) Phone No: 91-22-27405000/5082/5353**

**(A Grant-in-aid Institution of the Dept. of Atomic Energy, Government of India)**

No. ACTREC/ADVT-101/2025

04.06.2025

**WALK-IN-INTERVIEW FOR  
Scientific Assistant (Post 02)  
(ON PROJECT)**

**EDUCATIONAL QUALIFICATION:**

Post-graduation (preferably in Life sciences) Minimum of 2 years of relevant experience in project management, computer skills, etc.

**WORK EXPERIENCE:**

***Role: Project Coordinator for cGMP Facility Operations (Cell Therapy)***

***Responsibilities:*** Project Management with the below-mentioned list of responsibilities:

- Monitor budgets, resource allocation, and procurement for GMP equipment and consumables
- Lead project meetings, track action items, and report project progress
- Liaise with external stakeholders including vendors, track grant utilization, and deliverables
- Draft and review MoUs, grant documents, and agreements
- Coordinate with GMP manufacturing teams for production planning and batch scheduling
- Manage timelines for QC testing, product release, and regulatory documentation
- Maintain a central repository for documentation, data, and communication logs
- Prepare monthly, quarterly, and final grant progress reports and review dossiers
- Supervise procurement and vendor qualification of GMP-compliant materials

Selected candidate will have to join at the earliest; hence result-awaited candidates will not be eligible to apply for the post.

**CONSOLIDATED SALARY:** Rs.27,000/-p.m. to Rs. 40,000/-p.m.

**DURATION:** Six Months & Extendable.

Eligible Candidates may attend the walk-in interview on **Thursday, 19<sup>th</sup> June, 2025** and report at **PS-306, Meeting Room, 3<sup>rd</sup> Floor**, Paymaster Shodhika, ACTREC, Kharghar, Navi Mumbai-410210 along with recent CV and photograph (passport size), **original and xerox** copies of all certificates (educational qualifications, work experience, and Aadhaar Card as ID proof)

**Reporting Time:** 10:00 AM to 10:30 AM.

*Alpasani*

In charge (Academic & Project Cell)