



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND
EDUCATION IN CANCER (ACTREC)**
(A Grant-in-Aid Institution of the Department of Atomic Energy, Government of India)

No. ACTREC/Advt.77/2022

12th October, 2022


**WALK – IN INTERVIEW
FOR
ASSISTANT PURCHASE OFFICER
(ON AD- HOC BASIS)**

Date : 2nd NOVEMBER 2022 (WEDNESDAY)

- Qualification** : Graduate from a recognized University. Post graduate degree / Masters in any field / Diploma in Material Management from a reputed institution.
- Experience** : The candidate should have 3 years of relevant managerial experience in Purchase/ Stores Department. The candidate should be well versed in procurement process consisting of preparing Tender Documents (Both e-Tenders and Manual Tenders), co-ordinating pre-bid meetings, opening of Tenders, preparing initial comparative statements, placement of Purchase Orders, post PO follow-up, Import clearance etc. Candidates well versed with Government procurement procedures will be preferred.
- Age** : 35 years as on 02.11.2022 (may be relaxed depending on experience)
- Consolidated Salary** : Rs 30,000/- to 35,000/-p.m.
- Duration** : 6 months (extendable as per requirement)
- Venue** : Paymaster Shodhika, Administration Office, Room No. PS-331, Advanced Centre for Treatment, Research and Education Centre (ACTREC), Sector-22, Kharghar, Navi Mumbai – 410 210.

Candidates fulfilling above requirements may appear for Interview along with Bio-data, recent passport size photograph, scanned copies of PANCARD, qualification certificates, and experience certificates at the above venue.

Reporting Time : 10.00 AM to 10.30 AM


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