



**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/63/2024

25.04.2024

WALK IN INTERVIEW

On 06.05.2024, MONDAY

Reporting Time: 09.00 a.m. to 10.00 a.m

Required for the post of **EBM CO-ORDINATOR** on "DAE-CTC" Project (A/c No. 963) located at **PAREL, MUMBAI**. (Initially for a period of six months)

Requirements:

- Graduate/Masters in any discipline
- 1 year of work experience mandatory in an administrative role.
- Good communication skills along with verbal & written proficiency in English
- Ability to communicate over mail & calls.
- Good knowledge of MS Office (Word, Excel, PowerPoint)
- Familiar with Social Media (Instagram, Twitter)

Job Description:

- Handling assigned tasks, departmental work
- Handling meeting & Conferences related work

Remuneration: Starting Rs. 23000/- p.m.

Eligible Candidates may attend the interview at Prof. R. D. Choksi Auditorium, 2nd Floor, Golden Jubilee Building, Tata Memorial Hospital, Dr. E. Borges Road, Parel, Mumbai – 400012.

The candidates are required to bring Bio-data, recent passport size photograph, Xerox copies of PANCARD, AADHAR CARD & original certificates and one set of attested copies of all certificates.

NOTE: In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview accordingly.

**[BENNY GEORGE]
CAO (HRD), TMC**