

## **ACTREC, Tata Memorial Centre**

Sector 22, Kharghar, Navi Mumbai

Ph: 27405000; website: [www.actrec.gov.in](http://www.actrec.gov.in)

**ACTREC/2/2013**

**9<sup>th</sup> February, 2013**

### **Walk-in-interview**

**Data Entry Operator / Multi Task Executive Assistants** during leave vacancy and the time bound projects not exceeding to one year for working six days in a week basis at the monthly consolidated salary ranging from Rs.8000/- to Rs.10000/- depending on merit based on multiskill & experience.

Minimum graduate and having typing speed at 30 w.p.m. in English, 25 w.p.m. in Hindi and also good command on Speaking Hindi, Marathi and English. SC/ST/OBC & other Reserve category candidates will get age relaxation as per rules.

Please apply & submit your resume, along with detailed CV enclosing attested copies of all certificates and testimonials along with original and report in person on 21<sup>st</sup> February, 2013 between 10 am – 11 am for Typing Test & walk-in-interview in Room No. 335, 3<sup>rd</sup> floor, Paymaster Shodhika, ACTREC, TMC, Sector-22, Kharghar, Navi Mumbai.

**M.A. Sharma**  
**Administrative Officer-II**