

## **Secretary - Academic Office**

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

TMC is also running many academic programmes and has entered into institutional collaborations in education, research, and outreach Programmes in the field of interdisciplinary medical, research and technology

To fulfil the above objectives TMC invites applications for the position of:

### **Secretary - Academic Office**

**Qualification** – Minimum Graduate

**Desired Qualification** - Sound knowledge of basic office software (including word, excel, PowerPoint, etc.), familiarity with computer operations including email communications in English. Good organizational and time-management abilities.

**Experience** - Minimum one year experience in an educational setting is desirable or proven experience as a secretary and/or in a similar administrative role.

### **Job Description:**

- Maintaining Academic Office documentation and Archive
- Assist with the coordination of academic events, regular exams, conferences, seminars, workshops, meetings and other activities of academic office
- Maintaining students (NBEMS, Paramedical, RKM and other courses) joining register, leave, certificates, fees submission, exam dates, mark and other relevant paperwork
- Maintain confidentiality of the documents of Academic Office
- Maintain the Academic Office calendar
- Organize and maintain office files, both physical and electronic, ensuring easy access to information
- Manage office supplies and ensure adequate stock levels
- Assist with the coordination of travel and guest house accommodation for the external examiners and other academic staff, trainees as needed

- Assist with the yearly form fill up for new course, course renewal and annual review for NBEMS & SMFWB
- Support the admission and enrolment process by handling application forms and maintaining student files

The remuneration will be commensurate with years of experience.

**\*For more details and application forms, please log on to our website today:  
[www.tmckolkata.com](http://www.tmckolkata.com)**

**Please Email or Post applications by 20<sup>th</sup> May 2025 to:**

Mr Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata – 700160; Email – [suvashish.mukherjee@tmckolkata.com](mailto:suvashish.mukherjee@tmckolkata.com)