



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND
EDUCATION IN CANCER (ACTREC),
Sector – 22, Kharghar, Navi Mumbai 410 210
Tel. No. 91-22-268735000 Email : recruitment@actrec.gov.in
Website: <https://actrec.gov.in>**



No. ACTREC/ADVT-A-2/2021

13th October 2021

POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patients care, cancer prevention, cancer research and professional development for oncology and allied disciplines. TMC is an autonomous Grant-In-Aid Institute of the Department of Atomic Energy, Government of India. TMC is affiliated to Homi Bhabha National Institute (HBNI). The HBNI is a Deemed University of the Department of Atomic Energy with a mission to develop high quality postgraduate educational programs in science and technology including those related to Life and Health sciences. ACTREC, TMC invites applications from eligible candidates of Indian nationality who are keen to pursue a career in TMC. Full time positions in various departments available at ACTREC are listed below:

1) SCIENTIFIC OFFICER 'E' (ORAL RESEARCH SURGERY) (1-UR)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Upper Age Limit as on 12.11.2021	45 Years
Qualification & Experience :	MDS in Oral and Maxillofacial Surgery with 3 years' experience in oral cancer/ head neck surgery unit. Candidate should have excellent publications in peer reviewed journals, with experience of conducting clinical research and experience in public health or community work. He/ she should have knowledge of statistics and research methodology.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

2) MEDICAL PHYSICIST 'E' (4-UR)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Upper Age Limit as on 12.11.2021	45 Yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC OR Equivalent AERB approved qualifications with 10 years' experience in advanced computerized treatment planning systems and other state-of-the-art technology.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

3) SCIENTIFIC OFFICER 'D' (COMPUTATIONAL IMAGING) (1-UR)

Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB-3, Rs.15600-39100+ GP 6600/-)	
Initial Pay	Rs. 67,700/- Level 11, Cell 1	
Upper Age Limit as on 12.11.2021	40 Years	
Qualification & Experience :	Essential	Ph.D. in Computer Science / IT / Electrical Engineering or equivalent qualification. Candidate should have minimum 3 years of hands-on DL programming experience in Python, Keras, Pytorch, tensorflow and/or other DL frameworks.
	Preferred	Prior relevant experience of handling pathology WSI, radiology images and experience in processing these images using DL.
	Desirable	Experience in database handling including but not restricted to PHP, SQL, DB2, MySQL or MS SQL
	TMC has initiated multiple collaborative projects involving deep learning applications in healthcare, with emphasis on oncology. Some of poster projects include the Imaging Biobank for Cancer (DBT funded) and predicting response to therapy (DBT-CRUK seed grant recipient). Further, TMC is in the process of setting up a HPC with CPU (~130 TFLOPS) and GPU (~5 PFLOPS) nodes for supporting these projects. The selected candidate will be a faculty member with access to these resources and will be expected to work on existing projects and initiate new work in this domain as per interest, work with the medical staff to pursue research, create clinically relevant tools / algorithms for radiology and pathology image analysis, for prediction and prognostication, establish a training program in AI in Healthcare, including short-term and long-term training for engineering and medical students.	
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai	

4) SCIENTIFIC OFFICER 'C' (HEMATOPATHOLOGY) (1 – OBC)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	35 Yrs.
Qualification & Experience :	M.Sc. in Biological sciences, including Biotechnology or equivalent, with at least one year hands on documented training experience post M.Sc. in a Flow Cytometry Laboratory. Experience in clinical flow cytometry and multiparametric flow cytometry will be preferred. Candidates with Ph.D. with above requisite experience may also apply.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

5) MEDICAL PHYSICIST 'C' (1-SC)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances Applicable
Upper Age Limit as on 12.11.2021	35 Yrs.
Qualification & Experience :	M.Sc (Physics) and Diploma in Radiological Physics or Equivalent AERB approved qualifications. Certification of Radiological Safety Officer from AERB with minimum one year clinical experience as Medical Physicist with state of art technology. Experience in computer programming skills in C++, MATLAB, Python etc. will be preferred.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

6) JR. ADMINISTRATIVE OFFICER (RESEARCH) (1 – UR)

Level of Pay in the Pay Matrix	Level 8 (Pre-revised PB-2, Rs.9300-34800 + GP 4800/-)
Initial Pay	Rs.47600/- Level - 8, Cell 1
Upper Age Limit as on 12.11.2021	40 Yrs.
Qualification & Experience :	<p>Qualification:</p> <ol style="list-style-type: none"> 1) Degree in any discipline including Commerce, Arts or Science 2) MBA/Post-Graduation/Masters in Human Resource (full time or by correspondence) and 3) Degree/Diploma in Clinical Research. <p>Experience as follows:</p> <ul style="list-style-type: none"> • At least 10 years of experience in clinical research management out of which minimum 6 years as Project Manager/Team Leader on at least 50 research studies in a large Hospital/Research Centre. • Candidate should have proven track record of overseeing the administrative aspects of clinical research studies including handling ethics committee communications, human resource, budgeting, accounts, finalizing MOUs and Agreements, etc. • Candidate should have experience in procedural requirements of Department of Biotechnology, Department of Science & Technology, ICMR, other granting agencies and Industry sponsored research studies. <p>Candidate should be well versed with audits and inspections conducted by Sponsors, Drug Controller General of India, International Regulatory Agencies like Food and Drug Administration and other regulatory agencies.</p>
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

7) NURSE 'A' (1 – ST, 1 - OBC)

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800+ GP 4600/-)
Initial Pay	Rs. 44900/- Level -7, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	<p>General Nursing & Midwifery plus Diploma in Oncology Nursing OR Basic or Post Basic B.Sc.(Nursing) with 1 year clinical experience in minimum 50 bedded hospital.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council.</p> <p>Candidates who have done Diploma in Nursing Oncology in TMC and served the entire bond period will be given relaxation in age by 5 years. Hepatitis Vaccination should be completed.</p> <p>General Nursing & Midwifery AND Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p>
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

8) SCIENTIFIC ASSISTANT 'C' (BIOANALYSIS) (1 –OBC)

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800+ GP 4600/-)
Initial Pay	Rs. 44900/- Level -7, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc (with Chemistry as one of the main subjects) with 50% marks and minimum 3 years' work experience OR B. Pharm with 50% marks and minimum 02 years' work experience, preferably in an analytical lab with hands-on experience in HPLC and LC-MS.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

9) SCIENTIFIC ASSISTANT 'B' (CRI LAB) (1 –SC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc / B.Tech (Life Sciences/ Biotechnology) or equivalent degree with at least 50% marks in final examination. Minimum of 02 years' experience in multi-skilled technical work including Scientific data entry and searching scientific databases. Experience in Windows application and proficiency in written and verbal communication in English language are essential.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

10) CO-ORDINATOR 'B' (MEDICAL PURCHASE / STORES) (1 – OBC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc. in any subject with 50% marks and Post Graduate degree / Diploma (minimum one year) in Material Management / Supply Chain Management or equivalent from a recognized institution. Experience of 5 years in Medical-Purchase / Stores in a Hospital is essential. This position requires a candidate to assist Medical / Scientific Officers and Researchers in Technical Evaluation and Procurement of sophisticated equipments for Radiation Oncology, Radiodiagnosis, Operation Theaters and ICU. The candidate is also required to liaise with Customs for clearance / Import for storage-distribution of chemicals, drugs and research animals.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

11) CO-ORDINATOR 'B' (MEDICAL ADMINISTRATION) (1 – SC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc. in any subject with 50% marks and Post Graduate degree / Diploma (Minimum one year) in Personnel Management / Human Resources Management or equivalent from a recognized Institution and a Computer Course of minimum 03 months. Experience of 5 years in Medical-Administration in a Hospital is essential.
	This position requires a candidate to assist Medical / Scientific Officers in devising Scientific Programmes for Education & Training, Peer Review / Appraisal for Medical, Scientific & Technical / Nursing Officers; raising funds etc. They will also have to liaison with Government agencies for Medical-Legal cases, Funding Agencies such as CSIR, DBT , UGC etc.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

12) CO-ORDINATOR 'B' (MEDICAL ACCOUNTS) (1 – UR, 1 - PWD)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc. (Mathematics) with 50% marks and Post Graduate degree / Diploma (Minimum one year) in Finance Management or equivalent from a recognized institution and a Computer Course of minimum 03 months. Experience of 05 years in Medical-Finance & Accounts in a Hospital is essential.
	This position requires a candidate to assist Medical./ Scientific Officers and researchers in Project Audit, Budget, Maintaining Research / Trial Grants, Management of Funds for Workshop / Donation, Settlement of Claims, Compilation of project data for Audit and Annual Report. It is also desirable to have good working knowledge of computer software and well versed with hands on experience in computerized accounting system.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

13) SCIENTIFIC ASSISTANT 'B' (ADVANCED DIGITAL IMAGING FACILITY) (1 –UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB-2, Rs.9300-34800 + GP 4200/-)
Initial Pay	Rs.35400/- Level -6, Cell 1
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc. / B. Tech. / B.E. or equivalent in instrumentation / Biophysics / Physics with 50 % marks with at least two year's experience of confocal microscopy / Image analysis / optical instrumentation. Must have experience with Photoshop, Image and fairly comfortable with handling with any format of microscope operational softwares. Coding experience in MATLAB and Java would be preferred. Experience in handling equipments like CD / Flurometer will be preferred.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

14) SCIENTIFIC ASSISTANT 'B' (TRANSLATIONAL RESEARCH LAB) (1 –UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Initial Pay	Rs.35,400/- Level 6, Cell 1 + applicable allowances
Upper Age Limit as on 12.11.2021	30 yrs.
Qualification & Experience :	B.Sc. in Life Sciences with 50% marks and 1 year experience in gene manipulation using viral vectors and experience in next generation sequencing. Experience in Tissue / Cell Culture is essential.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

15) SCIENTIFIC ASSISTANT 'B' (DENTAL & PROSTHETICS SURGERY MECHANIC) (1 – UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	30 Yrs.
Qualification & Experience :	B.Sc. (any subject) from a recognized University with minimum 50% marks and Certificate / Diploma in Dental Mechanic course (2 years) from a dental college / institution recognized by the Dental Council of India with 01 year experience. Candidate should be registered under any State Dental Council or Dental Council of India, Delhi.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

16) ASSISTANT SECURITY OFFICER (1 –ST)																															
Level of Pay in Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]																														
Initial Pay	Rs.35400/- Level 6, Cell 1 + Allowances applicable																														
Upper Age Limit as on 12.11.2021	Maximum of 30 yrs Note: Ex-servicemen who were discharged or retired from the Armed Forces during the last 3 years shall only be eligible to apply.																														
Educational & other Qualification	<p>1. Ex Servicemen / Personnel served in Para Military Forces/ Police Force who have rendered minimum 15 years of service and should be of the rank of Ex Havaldar or above or equivalent rank in Police / Central Para Military Forces. Should possess educational qualification equivalent to graduation certificate from Armed Forces or from any recognized university.</p> <p>2. For Civilian Candidates – Graduation from a recognized University and should be in possession of NCC ‘C’ certificate with work experience of minimum 5 years as Security Officer / Security Supervisor / Security Assistant in a large Civil Organization / Hotel / Hospital / Airport with good Public Relations qualities.</p> <p>Minimum Height :</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Category</th> <th>Height in cms.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General</td> <td>167</td> </tr> <tr> <td>2.</td> <td>Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.</td> <td>165</td> </tr> <tr> <td>3.</td> <td>Candidates belonging to ST</td> <td>162.5</td> </tr> </tbody> </table> <p>Chest :</p> <table border="1"> <thead> <tr> <th rowspan="2">Sr. No.</th> <th rowspan="2">Category</th> <th colspan="2">In cms.</th> </tr> <tr> <th>Unexpanded</th> <th>Expanded</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General</td> <td>80</td> <td>85</td> </tr> <tr> <td>2.</td> <td>Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.</td> <td>80</td> <td>85</td> </tr> <tr> <td>3.</td> <td>Candidates belonging to ST</td> <td>77</td> <td>82</td> </tr> </tbody> </table> <p>Should possess valid driving license for LMV and Two wheelers.</p>	Sr. No.	Category	Height in cms.	1.	General	167	2.	Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.	165	3.	Candidates belonging to ST	162.5	Sr. No.	Category	In cms.		Unexpanded	Expanded	1.	General	80	85	2.	Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.	80	85	3.	Candidates belonging to ST	77	82
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Selection Method	<p>The selection process will consist of Physical Test and Written test.</p> <p>1. Physical Test:</p> <table border="1" data-bbox="564 398 1279 504"> <thead> <tr> <th>Event</th> <th>Category</th> <th>Timings</th> </tr> </thead> <tbody> <tr> <td rowspan="2">100 meters run</td> <td>Civilians</td> <td>16 seconds</td> </tr> <tr> <td>Ex-Servicemen</td> <td>20 seconds</td> </tr> </tbody> </table> <table border="1" data-bbox="564 521 1279 810"> <thead> <tr> <th>Event</th> <th>Age Group</th> <th>Nos.</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Push ups</td> <td>Up to 30 yrs</td> <td>08-09</td> </tr> <tr> <td>30 – 40 yrs</td> <td>06-07</td> </tr> <tr> <td>40 – 45 yrs.</td> <td>05-06</td> </tr> <tr> <td>Above 45 yrs.</td> <td>02-03</td> </tr> <tr> <td rowspan="4">Sit ups</td> <td>Up to 30 yrs</td> <td>25-29</td> </tr> <tr> <td>30 – 40 yrs</td> <td>20-24</td> </tr> <tr> <td>40 – 45 yrs.</td> <td>15-19</td> </tr> <tr> <td>Above 45 yrs.</td> <td>10-14</td> </tr> </tbody> </table> <p>Those who qualify in physical endurance test will be allowed for written test followed by skill test.</p>	Event	Category	Timings	100 meters run	Civilians	16 seconds	Ex-Servicemen	20 seconds	Event	Age Group	Nos.	Push ups	Up to 30 yrs	08-09	30 – 40 yrs	06-07	40 – 45 yrs.	05-06	Above 45 yrs.	02-03	Sit ups	Up to 30 yrs	25-29	30 – 40 yrs	20-24	40 – 45 yrs.	15-19	Above 45 yrs.	10-14
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LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai																													

17) SUB OFFICER A (FIRE) (1 –UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800 + GP 4200/-)														
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable														
Upper Age Limit as on 12.11.2021	Minimum 25 Yrs. and Maximum 30 years														
Qualification & Experience:	<p>a) Educational Qualification: Graduation from a recognized University and should have passed Sub Officer Course from National Fire Service College, Min. of Home Affairs, Govt. of India and should have 01 year experience in regular fire services or should have minimum 02 years' experience as a Fire Officer / Fire Marshal/ Leading Fireman in any large Organisation / Hospital / Hotel.</p> <p>b) Minimum Height:</p> <table border="1" data-bbox="547 1576 1436 1832"> <thead> <tr> <th>Sl. No.</th> <th>Category</th> <th>Height in cms</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General</td> <td>165</td> </tr> <tr> <td>2.</td> <td>Candidate belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh. Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J & K, North Eastern States and Sikkim.</td> <td>163</td> </tr> <tr> <td>3.</td> <td>Candidates belonging to ST</td> <td>160.5</td> </tr> </tbody> </table>			Sl. No.	Category	Height in cms	1.	General	165	2.	Candidate belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh. Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J & K, North Eastern States and Sikkim.	163	3.	Candidates belonging to ST	160.5
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LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai															

18) TECHNICIAN 'A' (3 – UR, 1 – OBC, 1 - ST)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP 1900/-)
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Upper Age Limit as on 12.11.2021	27 Yrs.
Qualification & Experience :	H.S.C. in Science from recognised Institute with one year experience in handling day to day activities of biology research laboratory. Candidates should essentially have knowledge of Glassware cleaning, cleaning of laboratory equipments and areas. He / She should be able to help with buffer preparation and reagents as and when required.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

GENERAL CONDITIONS :

1. (a) Last date for online application is 12.11.2021 upto 05.30 p.m. (Indian Standard Time).
- (b) Candidates must send in their candidature through “**Online Application**” only.
- (c) Candidates will be initially screened and called for Interview / Written Examination / Skill Test on the basis of information provided by them in the online application form.
- (d) Incomplete applications will be summarily rejected.
- (e) Candidates who would be called for Interview / Written Examination / Skill Test are required to carry original documents alongwith one set of copy in support of the details furnished in the online application form regarding date of birth, qualifications, experience, caste, disability certificate etc., failing which such applicants will not be allowed to appear for Interview / Written Examination / Skill Test.
 - i. Date of Birth : Birth Certificate/School Leaving Certificate/S.S.C. passing certificate
 - ii. Educational Qualification: Mark sheet & Passing Certificate of final examination.
 - iii. Experience Certificates :
 - Past Employment : Experience certificate indicating the date of joining and relieving
 - Current Employment: Appointment letter, last Pay Slip, Identity Card.
 - iv. Caste Certificate: Valid Caste Certificate (in the format of Government of India), Caste Validity Certificate in case of SC/ST, Non Creamy Layer Certificate in case of OBC candidates is mandatory. **Formats are uploaded on TMC-ACTREC site.**
 - v. Economically Weaker Section (EWS): Valid income certificate (in format of Government of India) is mandatory.
 - vi. Persons with Disability: Physical Disability Certificate.
- (f) Through Proper Channel: Persons working under Central / State Government / Autonomous Body / Semi Government Organisations and other Public Sector Undertakings must obtain the permission from their Head of the Organisation to apply for the post & to produce the same at the time of Written Examination / Skill Test / Interview, failing which they shall not be allowed to appear for Written Examination / Skill Test / Interview.
- (g) Referees: Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work.
- (h) Tata Memorial Centre-ACTREC reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for Written Examination / Interview / Skill Test taking into account various factors like no. of vacancies, percentage of marks in Graduate /post Graduate Degrees etc. Tata Memorial Centre – ACTREC also reserves the right to fix minimum eligibility standard / cut-off marks (Group / Stream / Discipline / Category-wise etc.) while finalizing such candidates to be called for Written Examination / Skill Test / Interview as well as selecting the candidates for final selection after Written Examination / Skill Test / Interview. The decision of the Director, ACTREC in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates.
- (i) Tata Memorial Centre-ACTREC reserves the right to restrict the number of candidates called for Written Examination / Skill Test / Interview to a reasonable limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Written Examination / Skill Test / Interview.

- (j) In case it is found at any stage of recruitment that the candidate does not fulfil the eligibility criteria and/or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for any post, the candidate should ensure that he/she fulfils all the eligibility criteria under the norms mentioned in the advertisement.
- (k) Tata Memorial Centre-ACTREC also reserves the right not to call any candidates to appear for Written Examination / Skill Test / Interview without assigning any reason thereof.
- (l) Canvassing in any form will disqualify the candidature.
2. Age & experience will be reckoned as on **12.11.2021**. Experience will be reckoned post require qualifications.
3. Reservation of posts under various categories shall be applicable as per Govt. Rules.
4. For Inquiry: Candidates may email to recruitment@actrec.gov.in . No phone calls will be entertained.
5. Age Relaxation:
- (a) Upper age is relaxable for persons belonging to Reserved Categories such as SC/ST/OBC/PWD/Ex-servicemen & Other categories as per the instructions of govt. of India as under:
- 05 Years : SC/ST
- 03 Years : OBC
- 10 Years : PWD [additional 5 years in case of SC/ST & 3 years in case of OBC]
- Ex-servicemen : length of service in Armed forces plus 3 years (additional relaxation in case of SC/ST/OBC as per the instructions of Govt. of India.
- (b) Age relaxation maximum by 5 years for TMC employees and employees working in TMC on temporary basis / under project / on contract basis etc.
6. Application Fee:
- i. Candidate shall pay the application fee of Rs.300/- online using Debit Card / Credit Card
- ii. SC/ ST / Female Candidates / Persons with Disabilities / Ex-servicemen (1st time applying for civil post after serving any rank) are exempted from paying application fees.
- iii. The application fee paid will not be refunded under any circumstances.
7. Candidates may be offered a lower grade than what is advertised based on their working experience, research track record and overall assessment at the time of interview and recommendation of the Selection time.
8. Benefits:
- (a) Allowances : In addition to pay, other allowances including DA, HRA, TA etc. will be admissible as per the prevailing rules of TMC.
- (b) Training & Development : All officers will be eligible for institutional financial support for active participation in National and International Medical Meetings, Workshops and Conferences after their probation is closed.
- (c) Medical Facility : Will be admissible as per the prevailing rules of TMC.
- (d) Accommodation : Residential accommodation will be provided subject to availability.
- (e) Retirement Benefits : All are eligible for retirement benefits and pension under the New Pension Scheme.

9. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, ACTREC, Navi Mumbai, Homi Bhabha Cancer Hospital, Sangrur, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Homi Bhabha Cancer Hospital & Research Centre, Vizag, Mahamana Pt. Madan Mohan Malviya Cancer Centre (BHU), Varanasi, Homi Bhabha Cancer Hospital, Varanasi, BCCI, Guwahati on the needs of the Units concerned as and when necessary.
10. Transfer: Selected candidates shall have to serve the respective location for minimum of 5 years before any request for transfer to other units of TMC. However, TMC management reserves the right to transfer any of the staff member.
11. The TMC-ACTREC also may exercise the option to offer appointments on “Contract Basis” for a fixed term on a consolidated remuneration.
12. Non Receipt of Application: Tata Memorial Centre-ACTREC does not take any responsibility for non receipt of application through Online.
13. **Legal jurisdiction for any dispute will be at Mumbai.**

(M. Y. Shaikh)
Administrative Officer