

## 1) NEW REGISTRATION :

- For New Registration click on New Registration Menu
- Select **Advertisement number, Post Applied For and Belongs to Category**
- All the **field are mandatory to fill for New Registration / New Application.**



### TATA MEMORIAL CENTRE ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)



A Grant-in-Aid Institution Under Department of Atomic Energy Govt.of India

[Instructions](#) [New Registration](#) [Login](#) [Forgot Password](#) [Search Application](#) [Help Desk](#)

#### NEW REGISTRATION

##### Screen 1

Application No: ( Note down System Generated No. After Registration ):

Select Advt No:

Select post applying for : :

Department :

Organisation/ Unit :

##### Personal Information

Title:

Middle Name:

Date of Birth:

Marital Status :

Whether SC/ ST/ OBC/ PHYSICALLY HANDICAPPED :

Present Address :

Permanent Address :

Mobile No :

Nationality :

Confirm Password :

First Name :

Last Name:

Gender:

Parent's /Spouse Name :

Telephone No :

Pincode :

Pincode :

Email ID :

Password :

Pancard Number :

##### Registration Details

Registration Category :

Registration Number for NMC :

Registration Number for DMC :

Registration Number for MMC :

Verification Code :



Verification Code :

REGISTER

CLEAR

- After Successful Registration you will receive email with credentials

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Instructions New Registration Login

**Registration Done Successfully**

Kindly check mail for application no & password, and Visit login screen to complete form

OK

Screen 1

Application No: (Note down System Generated Application No.)  
ACT/2025/4

Select Advt No:  
01/2025

Select post applying for :  
JUNIOR RESIDENT TEST

Department :

## EMAIL :

### TMC - Online Registration Details Inbox x



**ACTREC - Tata Memorial Centre** <info@actrec.gov.in>

to me ▼

Dear TEST TEST

Application Number : ACT/2025/4

Password : Test@123

Post : JUNIOR RESIDENT TEST

Date & Time : 30-04-2025 10:42:39

You have successfully completed your Primary registration of the online application process in ACTREC (Tata Memorial Centre)

To complete the remaining stages of the application process, you will require to login in to the online application module and pay the application fee (if applicable).

Click here to login : [https://webapps.actrec.gov.in/actjrfapp/frm\\_Login.aspx](https://webapps.actrec.gov.in/actjrfapp/frm_Login.aspx)

All the information pertaining to this recruitment will be available on the website and further correspondence will be undertaken through Email only.


Kindly note that, in case of submission of incorrect information or suppression of facts, your candidature is liable to be rejected at any stage.

Team Academics Cell


Note: This is a system generated mail. Please don't reply.

## 2) LOGIN PAGE :

- Login with Application Number and Password to complete the form.



**TATA MEMORIAL CENTRE**  
**टाटा स्मारक केंद्र**  
A Grant-in-Aid Institution Under Department of Atomic Energy Govt. of India  
प ऊ वि भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान



InstructionsNew RegistrationLoginForgot PasswordSearch ApplicationHelp Desk

LOGIN

Login Here

Application Number :

Enter Application Number

Password :

Enter Password

LOGIN

### 3) PERSONAL INFORMATION PAGE :

- Here you will get your personal information details.
- You can **modify the details by clicking on update button** as below.
- Click next button to proceed **next screen**



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[Home](#) [Personal Info](#) [Education Details](#) [Experience Details](#) [Other Info](#) [Refree Details](#) [File Upload](#) [Payment](#) [Logout](#)

#### Applied for details

Application No :  
TMC/2024/55

Advertisement No :  
VAR/ACA/01/2024

Post Applied for :  
FELLOWSHIP

Department :  
SOCIETY OF ONCO ANAESTHESIA AND PERIOPERATIVE CARE

Unit Preference :  
VARANASI

#### Personal Information

Title: Mr.	First Name : K
Middle Name: V	Last Name: R
Date of Birth: 02/01/2000	Gender: Male
Marital Status : Single	Parent's /Spouse Name : TEST
Whether SC/ ST/ OBC/ PHYSICALLY HANDICAPPED : OPEN	Telephone No : 123456
Present Address : TEST	Pincode : 412458
Permanent Address : TEST	Pincode : 444444
Mobile No : 8898412100	Email ID : kaillasrathod408@gmail.com
Nationality : India	Pancard Number : ASWER4789H

#### Registration Details

Registration Category :  
Other

If Other Reg.Category(e.g KMC,PMC):  
kmc

STATE & Registration Number():  
KARNATAKA

Registration Number :  
123

Registration Number for NMC :  
NMC123

Registration Number for DMC :  
DMC123

Registration Number for MMC :  
MMC123


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Update


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#### 4) EDUCATIONAL DETAILS PAGE

- You have to **add at least one education details** go proceed next step
- Click next button to go to next screen



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**Education Qualification Details**

**Degree:**

**Subject:**

**University :**

**Passing Month :**

**NMC Recognized :**

**If Other :**

**Institution/ College:**

**Result awaited :**

**Passing Year :**

[Add Qualification](#)

Action	Edit Records	Sr.No	Degree	Subject	Institute / college	University	Month-Year of Passing	Result Awaited	NMC Recognized
<a href="#">Remove</a>	<a href="#">Edit</a>	1	D.M	TEST	Institute	MUMBAI UNIVERSITY		Y	Y
<a href="#">Remove</a>	<a href="#">Edit</a>	2	M.D	AD	ASD	ASD	FEB2020	N	N

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#### 5) PROFESSIONAL EXPERIENCE: (Training period will not counted as Experience)

- You have to **experience details** if any it's not mandatory to fill.
- Click next button to go to next screen

[Home](#) [Personal Info](#) [Education Details](#) [Experience Details](#) [Other Info](#) [Refree Details](#) [File Upload](#) [Payment](#) [Logout](#)

**Professional Experience Details**

**Appointment As :**

**University :**

**To Date :**

**Institution / College :**

**From Date :**

[Add Experience](#)

Action	Edit Records	Sr.No	Appointment As	Institute / College	University	From Date	To Date
<a href="#">Remove</a>	<a href="#">Edit</a>	1	test	test	test	01-11-2020	01-01-2024

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## 6) OTHER INFORMATION PAGE :

- Add Medical Council Registration details **if Applicable**
- If any other information you wish to add you have to mention here.
- Click on next button to go next screen.

[Home](#) [Personal Info](#) [Education Details](#) [Experience Details](#) **Other Info** [Referee Details](#) [File Upload](#) [Payment](#) [Logout](#)

**Current Employment**  
Current position/ Appointment Title :  
  
Current appointment company :  
  
Appointment Date:  
  
Whether Applicant is in service of Govt./ Semi.Govt./ PSU  
  
Whether NOC is obtained :  
  
Notice Required for joining the post :

**PUBLICATION (Give only number)**

Type of Publication :	Published	Accepted for Publication	First Author or Corresponding author
Papers in Indexed Journals :	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Papers in Non-Indexed Journals :	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Abstracts :	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

**Other Information**  
Details of Research Experience (max 500 Characters) :  
  
Awards, Fellowships and Membership of Professional bodies (max 500 Characters) :  
  
Any other information you wish to add (max 500 Characters) :  
  

[Back](#) [Save](#) [Next](#)

## 7) Referee Details ( Fill Full address with PIN code & Number of Each Referee )

- You have to **add at least Two Referee Details**
- Click on Next Button to go to next Screen

Referee Details (Fill Full address with PIN code Number. Two Refree Mandatory)

	First Refree	Second Refree	Third Refree
Name :	<input type="text" value="Enter First Refree Name"/>	<input type="text" value="Enter Second Refree Name"/>	<input type="text" value="Enter Third Refree Name"/>
Designation :	<input type="text" value="Enter First Refree Designation"/>	<input type="text" value="Enter Second Refree Designation"/>	<input type="text" value="Enter Third Refree Designation"/>
Address :	<input type="text" value="Enter First Refree Address"/>	<input type="text" value="Enter Second Refree Address"/>	<input type="text" value="Enter Third Refree Address"/>
Contact No :	<input type="text" value="Enter First Refree Contact No"/>	<input type="text" value="Enter Second Refree Contact No"/>	<input type="text" value="Enter Third Refree Contact No"/>

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Save Refree Details

Next

## 8) UPLOAD FILE (Photo, Signature, D.O.B Proof, Educational Certificate, Experience Certificate, Cast Certificate (If Applicable) )

➤ **Note: Files to be uploaded - mandatory for all applicants.**

- 1) Your face should occupy about 75% of the total photo area.
- 2) The photos should be less than six month old.If you are wearing glasses, please make sure that reflection from the lenses do on limit the visibility of your eyes.
- 3) Size of Photo (Maximum 50 KB ) & Sign (Maximum 20 KB).
- 4) Upload Recent colour photo (Height 200px X Width 200px) & Sign (Height 120px X Width 400px) .
- 5) Upload Date Of Birth (D.O.B) Certificate in PDF Format (Maximum Size 5 MB) .
- 6) Upload Registration No.Document in PDF Format (Maximum Size 5 MB) .
- 7) Upload Educational / Qualification Certificate (Combined One PDF File of all certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) .
- 8) Upload Experience Certificate (Combined One PDF File of all Experience Certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) .

Instructions To Upload (Photo ,Signature & All Relevant Documents)

**Note: Files to be uploaded - mandatory for all applicants.**

- 1) Your face should occupy about 75% of the total photo area.
- 2) The photos should be less than six month old.If you are wearing glasses, please make sure that reflection from the lenses do on limit the visibility of your eyes.
- 3) Size of Photo (Maximum 50 KB ) & Sign (Maximum 20 KB).
- 4) Upload Recent colour photo (Height 200px X Width 200px) & Sign (Height 120px X Width 400px) .
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- 7) Upload Educational / Qualification Certificate (Combined One PDF File of all certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) .
- 8) Upload Experience Certificate (Combined One PDF File of all Experience Certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) .

File Upload (Photo ,Signature & All Relevant Documents)

Choose Photo :

No file chosen

Upload Photo

Choose Signature :

No file chosen

Upload Signature

Choose D.O.B Certificate :

No file chosen

Upload D.O.B Certificate

Choose Registratio No Document :

No file chosen

Upload Registration No Document

Choose Qualification Certificate :



No file chosen

Upload Qualification Certificate

Choose Experience Certificate :

No file chosen

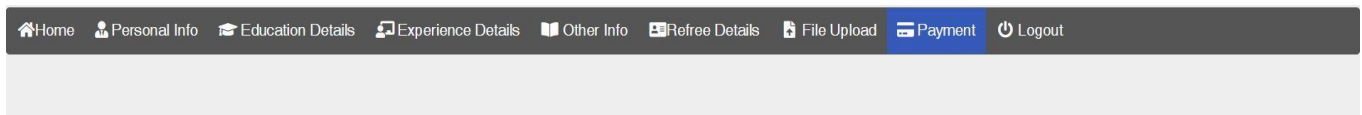
Upload Experience Certificate

Action	SrNo	File Type	File Name	Image
<a href="#">Remove</a>	1	P	Photo	
<a href="#">Remove</a>	2	S	Signature	
<a href="#">Remove</a>	3	B	DOB Certificate	<a href="#">Click To View DOB Certificate</a>
<a href="#">Remove</a>	4	R	Registration No Document	<a href="#">Click To View Registration No Document</a>
<a href="#">Remove</a>	5	Q	Qualificational Certificate	<a href="#">Click To View Qualificational Certificate</a>
<a href="#">Remove</a>	6	E	Experience Certificate	<a href="#">Click To View Experience Certificate</a>

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### 9) PAYMENT SCREEN (CHECK ADVT FOR PAYMENT MANDATORY FOR ALL CANDIDATES OR NOT):

- Kindly click on **Pay Now** button to pay the fees (If Applicable.)
- Note : Fees may be paid online in favor of "TATA MEMORIAL CENTRE, ACTREC, KHARGHAR, NAVI MUMBAI-410210" Read notification for amount to be paid



**Payment Details**

**Note :** Fees may be paid online in favour of "TATA MEMORIAL CENTRE, ACTREC, KHARGHAR, NAVI MUMBAI – 410210" Read notification for amount to be paid

Advt No : 01/2025

Appno No : ACT/2025/4

Post Applied : JUNIOR RESIDENT TEST

Gender : Male

Category Belong To : OPEN

Mode of Payment : ☒ HDFC Payment Gateway

Amount to pay : ☒ 1000

[Back](#)
[Pay Now](#)



**HDFC BANK** SmartHub

## Pay through EASYEMI with HDFC Bank Credit Cards

Your session will expire in 6:08 minutes

**Billing Information**

Amount  
**₹1.00**

Order No  
**7c9c584750...**

Merchant  
**Emrapi.actrec**

Website  
**https://emrapi.actrec.gov.in/rfdis/**

Get 2.5% CashBack\* on your online spends\*\* with Milemate Debit Card

PAY WITH

Verified VISA MasterCard SecureCode SafeKey PCI DSS SmartHub

- After clicking on **Pay Now** you will be redirected to bank server. **Select appropriate option and pay the fees**

**HDFC BANK** SmartHub

## Pay through EASYEMI with HDFC Bank Credit Cards

Your session will expire in 5:33 minutes

**Billing Information**

Amount  
**₹1.00**

Order No  
**7c9c584750...**

Merchant  
**Emrapi.actrec**

Website  
**https://emrapi.actrec.gov.in/rfdis/**

Get 2.5% CashBack\* on your online spends\*\* with Milemate Debit Card

HDFC BANK DEBIT CARD

NEW CARD

Card Number  
Enter Card Number

Expiry  
MM/YY

CW  
Enter CVV

Name on Card  
Enter name as on card

☐ I'm not a robot

reCAPTCHA

PROCEED

Verified VISA MasterCard SecureCode SafeKey PCI DSS SmartHub

- After payment will redirected to payment receipt page



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**Your payment has been successfully received with the following details**

PAYMENT RECEIPT	
Application Number	: ACT/2025/4
Transaction ID	: 7c9c5847508560bbca2d7
Transaction Status	: success
Amount Paid RS	: 1.00
Payment Mode	: QR
Transaction Date & Time	: 2025-04-30 11:19:15

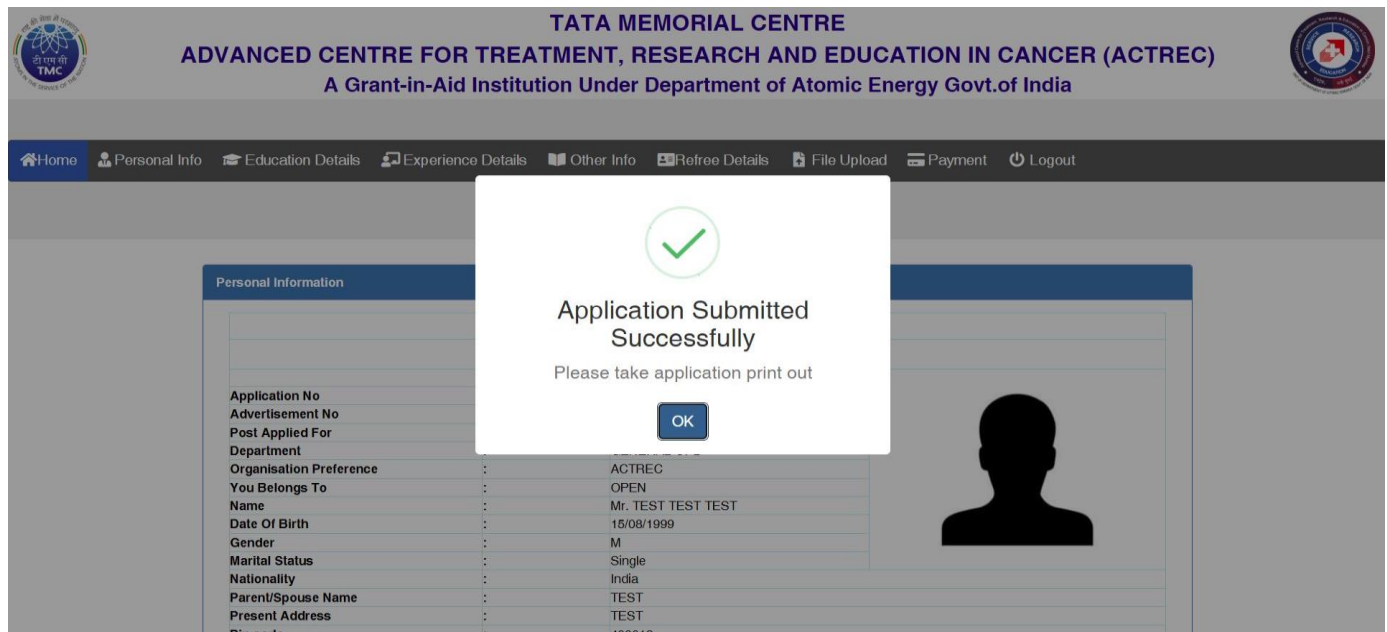
[Kindly visit login screen](#) [Click Here](#)

- You have to login with credentials and preview your form and submit the Online Final application
- **NOTE: After Final Submission you are not allowed to modify any details before submitting the application make sure that all details are correct.**

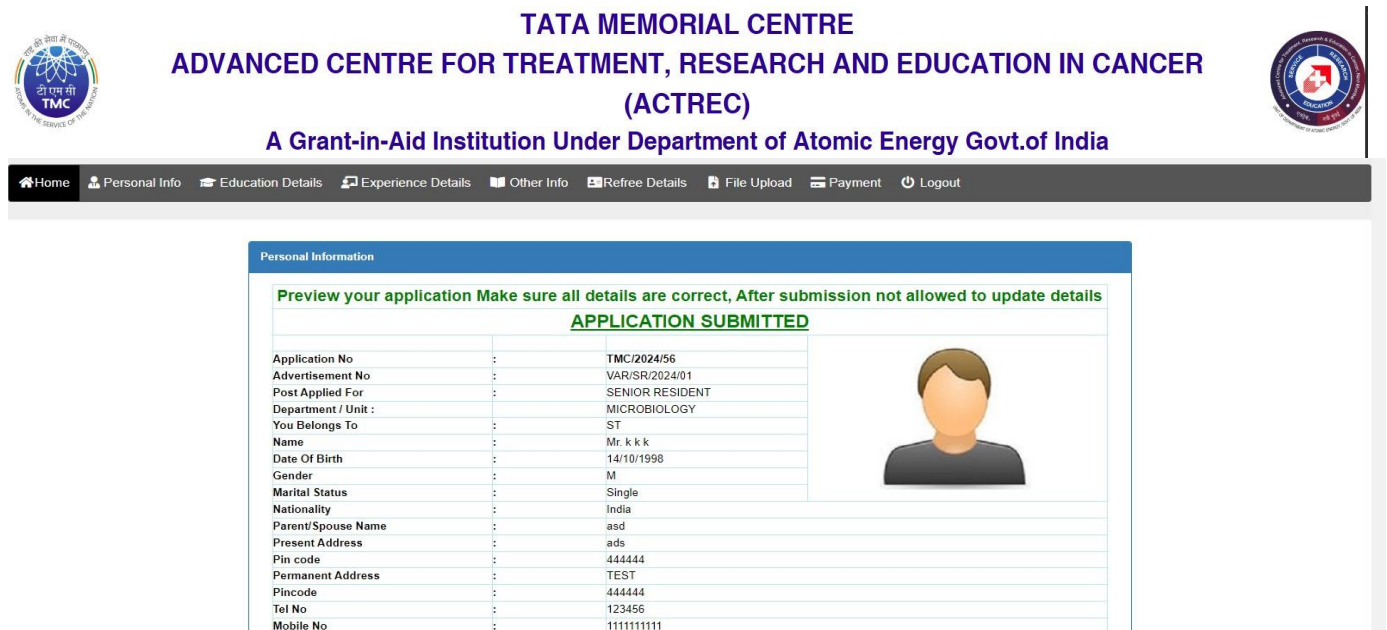
#### 10) APPLICATION PREVIEW AND SUBMIT

- You have to preview your Online Application Form, All Details with Attachment are correctly attached or not.
- After Submit Final Online Application you are not allowed to modify any details, Before Submitting make sure that all details are correct.
- After Checking All details **you have to go Down, Check the declaration checkbox and Click on Submit Online Application Button to Submit your Online Application**

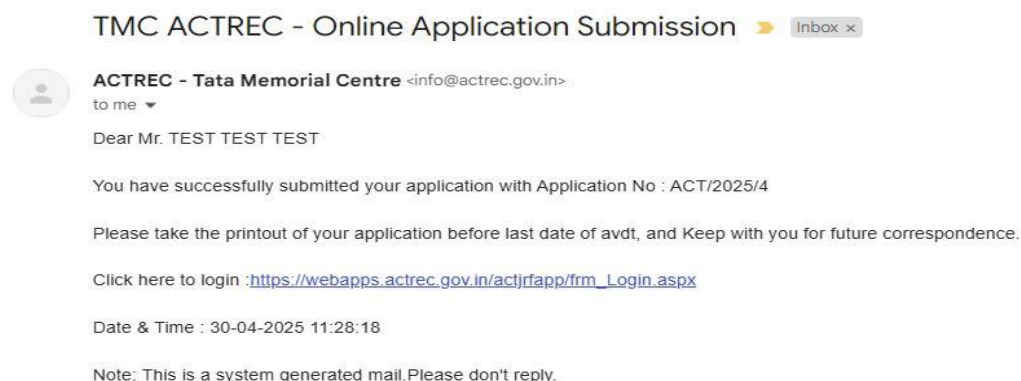
- After Final Submitting the Online Application, You will get the message Application Submitted.



- After Final Submission you will get the **download bottom** of application and **fee receipt button (If Applicable)**



## 11) FINAL SUBMISSION EMAIL TO CANDIDATE



## 12) FORGOT PASSWORD

- In case you forgot your password
- Enter application number and click on send OTP button
- You will receive OTP on registered email ID
- After OTP validation you can change password



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[New Registration](#) [Login](#) [Forgot Password](#) [Search Application](#) [Help Desk](#)

FORGOT PASSWORD

**Password Recovery**

Application Number :

[SEND OTP](#)

**SEARCH APPLICATION :**

- In case you forgot your **application number or Credentials not received in mail**
- Enter the **Registered Email id** and search application
- You will get the application numbers which are registered with your email id



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FIND APPLICATION NUMBER

**Application Recovery**

Email :

[SEARCH](#)

[CLEAR](#)

**13) CONTACT US :**

- In case of any query administrative or technical visit the Help Desk.



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CONTACT US

**ADMINISTRATIVE HELP DESK**

Email : [clinicalacademics@actrec.gov.in](mailto:clinicalacademics@actrec.gov.in)

Tel : +91-22- 27405000 (Extension. 6068)

Please Contact Between 09:30 A.M to 05:30 P.M