## 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 Q Search Application Help Desk

#### **NEW REGISTRATION**

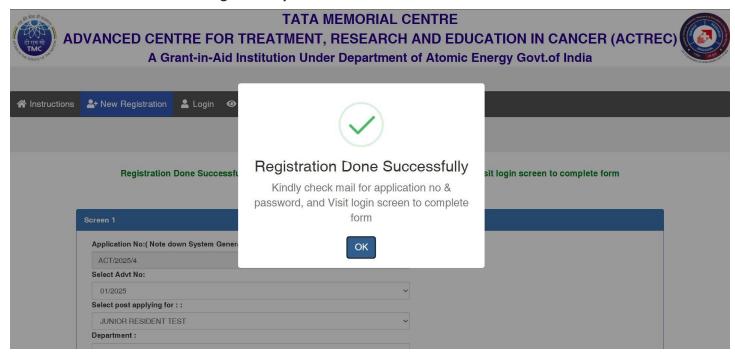
Screen 1	
Application No:( Note down System Generated No. After Registration ):	
Select Advt No:	
01/2024	~
Select post applying for : :	
01 YEAR TMC FELLOWSHIP	~
Department :	
Select Department	~
Organisation/ Unit :	
Select Unit Preference	~

#### Personal Information

Title:	First Name :
Select Title 🗸	Enter First Name
Middle Name:	Last Name:
Enter Middle Name	Enter Last Name
Date of Birth:	Gender:
mm/dd/yyyy	Select Gender 🗸
Marital Status :	Parent's /Spouse Name :
Select Marital Status	Enter Parent/Spouse Name
Whether SC/ ST/ OBC/ PHYSICALLY HANDICAPPED :	Telephone No :
Select Category 🗸	Enter Telephone No
Present Address :	Pincode :
Enter Present Address	Enter Present Pincode No
Permanent Address :	Pincode :
Enter Permanent Address	Enter Permanent Pincode No
Mobile No :	Email ID :
Enter Mobile No	TMC/2024/11
Nationality :	Password :
India 🗸	•••••
Confirm Password :	Pancard Number :
Enter Confirm Password	Enter Pancard Number

Select Category				
Registration Number for NMC :	Registration Number for DMC	:	Registration Number for MMC :	
Enter Registration Number for NMC	Registration Number for DMC		Registration Number for MMC	
/erification Code :	Ve	erification Code :		
7 KMB R ()		Enter Verification Code		

> After Successful Registration you will receive email with credentials



#### EMAIL:

## TMC - Online Registration Details > Inbox ×

0

to me 💌

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

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

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.

A mail A mail THC Press				टा Institution Under	EMORIAL CENTRE टा स्मारक केंद्र <sup>.</sup> Department of Atomic Energ का एक सहायता अनुदान प्राप्त संस	
A Instructions	Arr New Registration	💄 Login	Forgot Password	Q Search Application	📕 Help Desk	
	_				LOGIN	
	Log	in Here				
				Application Nu Enter Applicat Password : Enter Passwo	ion Number	
					LOGIN	

## 3) <u>PERSONAL INFOMATION PAGE :</u>

kmc

NMC123

Registration Number for NMC :

- 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



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



🐐 Home 🤷 Personal Info 📾 Education Details 💭 Experience Details 🖬 Other Info 🖪 Refree Details 🔓 File Upload 🚍 Payment 🙂 Logout

KARNATAKA

DMC123

Back

Registration Number for DMC :

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		
ersonal Information		
Title:		First Name :
Mr.	~	К
Middle Name:		Last Name:
V		R
Date of Birth:		Gender:
02/01/2000		Male 🗸
Marital Status :		Parent's /Spouse Name :
Single	~	TEST
Whether SC/ ST/ OBC/ PHYSICALLY HANDICAPPED :		Telephone No :
OPEN	~	123456
Present Address :		Pincode :
TEST		412458
Permanent Address :		Pincode :
TEST		444444
Mobile No :		Email ID :
8898412100		kailasrathod408@gmail.com
Nationality :		Pancard Number :
	~	ASWER4789H
India		
India		
India egistration Details		

123

MMC123

Registration Number for MMC :

## 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

						-	Atomic Energ	-	
al Info 📧	Education De	etails	🖵 Exper	ience Det	tails 🔲 Other I	nfo 🔲 Refree Detail	s 🔒 File Upload 🛛	Payment	<b>じ</b> Logout
Education	n Qualification D	etails)							
Degree:						If Other :			
	Select Degree 🗸						Name		
Subject						Institution/ Coll			
Enter: Univers	Subject					Enter Institutio	n/ College Name		
	University Name					Select			~
	Month :					Passing Year :			
Selec	t Month					✓ Enter Passing	Year		
NMC Re	coganized :								
Selec	t					*			Activate Wi
						_			Go to Settings
		Add	l Qualificat	tion					
Action	Edit Records	Sr.No	Degree	Subject	Institute / college	University	Month-Year of Passing	Result Awaited	NMC Recognized
Remove	Edit	1	D.M	TEST	institute	MUMBAI UNIVERSITY		Y	Y
		2	M.D	AD	ASD	ASD	FEB2020	N	N

## 5) PROFESSONAL 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

onal Info ा 🖻 I	Education Details	Experience	Details Details Other Ir	fo Refree Details	File Upload	Payment	<b>්</b> Logout		
Professiona	I Experience Details								
Appointm	ent As :			Institution / Colleg	Institution / College :				
Enter Po					Enter Institution / College Name				
University	:			From Date :					
Enter Ur	Enter University			mm/dd/yyyy					
To Date :									
mm/dd/	уууу			•					
	Ad	d Experience							
Action	Edit Records	Sr.No	Appointment As	Institute / College	University	From Date	To Date		
Remove	Edit	1	test	test	test	01-11-2020	01-01-2024		
				New					
			Back	Next					

## 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.

Current Employement						
Current position/ Appointment T	itle :					
Current position/ Appointment Ti	le					
Current appointment company :						
current company						
Appointment Date:						
01/01/2020			t	-		
Whether Applicant is in service	of Govt./ Semi.Govt./ PSU					
NO				~		
Whether NOC is obtained :						
NO				~		
Notice Required for joining the p	ost :					
3 MONTH						
UBLICATION (Give only numbe						
Type of Publication :	Published		Accepted for Publication		First Author or Corr	esponding author
.)po or i abnoance i						
Papers in Indexed Journals :	1		0		1	
Papers in Non-Indexed Journals :	0		0		0	
Abstracts :	0		1		0	
Other Information Details of Research Experience Details of Research Experience						
Details of Research Experience Details of Research Experience Awards, Fellowships and Membr	(max 500 Characters) : ership of Professional bodie			10		
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Details of Research Experience Details of Research Experience Awards, Fellowships and Membe Awards, Fellowships and Membe	(max 500 Characters) : ership of Professional bodie ership of Professional bodies to add (max 500 Characters	(max 500 Charao				

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

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

<b>☆</b> Home	🔒 Personal Info	Education Details	Experience Details	🔰 Other Info	Refree Details	🖡 File Upload	= Payment	😃 Logout	
---------------	-----------------	-------------------	--------------------	--------------	----------------	---------------	-----------	----------	--

eferee Details (Fill Full address with PIN code Number. Two Refree Mandatory)								
	First Refree	Second Refree	Third Refree					
Name :	Enter First Refree Name	Enter Second Refree Name	Enter Third Refree Name					
Designation :	Enter First Refree Designation	Enter Second Refree Designation	Enter Third Refree Designation					
Address :	Enter First Refree Address	Enter Second Refree Address	Enter Third Refree Address					
Contact No :	Enter First Refree Contact No	Enter Second Refree Contact No	Enter Third Refree Contact No					

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

#### $\triangleright$ 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).

Upload Recent colour photo (Height 200px X Width 200px) & Sign (Height 120px X Width 400px).
 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) .

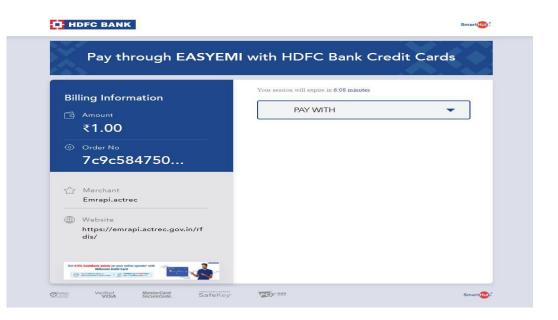
Instructions To Up	load (Photo ,Signature & All Relevant Documents)		
<ol> <li>Your face should</li> <li>The photos shou</li> <li>Size of Photo (N</li> <li>Upload Recent of</li> <li>Upload Date Of</li> <li>Upload Registra</li> <li>Upload Education</li> </ol>	laximum 50 KB) & Sign (Maximum 20 KB). colour photo (Height 200px X Width 200px) & Sign (Height 120px Birth (D.O.B) Certificate in PDF Format (Maximum Size 5 MB) . tion No.Document in PDF Format (Maximum Size 5 MB) . onal / Qualification Certificate (Combined One PDF File of all cert	sure that reflection from the lenses do on limit the visibility of your eyes. X Width 400px) . ificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) ate Which you have filled in application) in PDF Format (Maximum Size 5 MB)	
File Upload (Photo	,Signature & All Relevant Documents)		
File Upload (Photo	,Signature & All Relevant Documents) Choose Photo :	Unload Photo	
File Upload (Photo		Upload Photo	
File Upload (Photo	Choose Photo :	Upload Photo Upload Signature	
File Upload (Photo	Choose Photo : Choose File No file chosen Choose Signature :		
File Upload (Photo	Choose Photo : Choose File No file chosen Choose Signature : Choose File No file chosen Choose D.O.B Certificate :	Upload Signature	
File Upload (Photo	Choose Photo : Choose File No file chosen Choose Signature : Choose File No file chosen Choose D.O.B Certificate : Choose File No file chosen Choose Registratio No Document :	Upload Signature Upload D.O.B Certificate	

Action	SrNo	File Type	File Name	Image
Remove	1	Ρ	Photo	
Remove	2	S	Signature	signature
Remove	3	В	DOB Certificate	Click To View DOB Certificate
Remove	4	R	Registration No Document	Click To View Registration No Document
Remove	5	Q	Qualificational Certificate	Click To View Qualificational Certificate
Remove	6	E	Experience Certificate	Click To View Experience Certificate
Remove				

## 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

🔓 Personal Info	🖻 Education Details	되 Experience Details	🔰 Other Info	Refree Details	🖡 File Upload	📰 Payment	ப் Logout
	Payment Details						
	Note : Fees may be paid o	nline in favour of "TATA MEI	IORIAL CENTRE,	ACTREC, KHARGHAR, M	AVI MUMBAI – 4102	210" Read notifica	ation for amount to be paid
	Advt No : 01/2025						
	Appno No : ACT/2025/4						
	Post Applied : JUNIOR RE	SIDENT TEST					
	Gender : Male						
	Category Belong To : OPE	N					
	Mode of Payment : ●HDF	C Payment Gatway					
	Amount to pay :   1000						
		Ва	ck	PayNo	w		



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

Billing Information	Your session will expire in 5:	33 minutes			
Amount	HDFC BAN	K DEBIT CARD			
₹1.00	NEW CARD				
⊙ Order No	Card Number				
7c9c584750	Enter Card Numbe				
C Merchant	MMAYY	Enter CVV			
Emrapi.actrec Website https://emrapi.actrec.gov.in/rf dis/	Name on Card Enter name as on card				
	l'm not a robot	rCAPTCHA Privacy - Terma			
		PROCEED			

> After payment will redirected to payment receipt page

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							
	Your payment has been su PAYMENT RECIEPT	accessfully received with the following details					
	Application Number	: ACT/2025/4					
	Transaction ID	: 7c9c5847508550bbca2d7					
	Transaction Status	: success					
	Amount Paid RS	: 1.00					
	Payment Mode	: QR					
	Transaction Date & Time	: 2025-04-30 11:19:15					
	Kindly vi	<u>sit login screen</u> Click Here					

- > You have to login with credentials and preview your form and submit the Online Final application
- > NOTE: <u>After Final Submission</u> you are not allowed to modify any details before

A stall if the second s	AI			TATA MEMORIAL CE TMENT, RESEARCH A tion Under Department o	ND EDUC	ATION IN CANCER (ACTRE	c)
₩Home	🍰 Personal Info	🞓 Education Details	Experience Details	🔰 Other Info 🛛 🚨 Refree Details	🔓 File Upload	🚍 Payment 🙂 Logout	
		Personal Information Preview your a Application No Advertisement No Post Applied For Department		Preview your applica Make sure all details are correct bmission not allowed to updat	ot, After	n not allowed to update details	
		Organisation Preference	ce :	ACTREC			
		You Belongs To	:	OPEN			
		Name		Mr. TEST TEST TEST			
		Date Of Birth	:	15/08/1999			
		Gender	:	M			
		Marital Status	:	Single			
		Nationality	•	India			
		Parent/Spouse Name		TEST			
		Present Address		TEST			
		Din code		400012			

## 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

mportant Instructions	
ncomplete forms will be rejected.	
lease fill up all items in the application form, atta	ach relevant documents and certificates and sign the declaration.
All certificate copies will be verified with the origi	nals at the time of interview
Suppression of any information will lead to termin	nation of service without any intimation
any doubts regarding the post / form may be clar	ified by emailing to : as mentioned in advertisement copy
review Application & Declaration	
Preview Application & Declaration	
hereby declare that all the information and particulars given	by me in this application are true and correct to the best of my knowledge. I am aware that if any of the above information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for minated.
hereby declare that all the information and particulars given tatements are found to be incorrect or false or may material	information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for

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

	A		TRE FOR TREA ant-in-Aid Institut	TMENT, R					ACTREC)	٥
₩Home	🔓 Personal Info	🕿 Education Details	되 Experience Details	Differ Info	Refree Details	File Upload	🚍 Payment	ப் Logout		
				the state of the s						
					$\checkmark$		_	_	_	
		Personal Information								
				Applica	tion Submitt	ed				
					ccessfully					
				Please take	e application prin	tout				
		Application No								
		Advertisement No			OK					
		Post Applied For			UK					
		Department								
		Organisation Preference	e :	ACTR	EC					
		You Belongs To	:	OPEN	1					
		Name	:	Mr. TE	EST TEST TEST					
		Date Of Birth	:	15/08	(1999					
		Gender	:	M						
		Marital Status		Single						
		Nationality	:	India						
		Parent/Spouse Name	:	TEST						
		Present Address	:	TEST						
		Din code		40004	0					

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



Application No	:	TMC/2024/56	
Advertisement No	:	VAR/SR/2024/01	
Post Applied For	:	SENIOR RESIDENT	
Department / Unit :		MICROBIOLOGY	
You Belongs To	:	ST	
Name		Mr. k k k	
Date Of Birth	:	14/10/1998	
Gender	:	M	
Marital Status	:	Single	
Nationality	:	India	
Parent/Spouse Name	:	asd	
Present Address	:	ads	
Pin code	:	44444	
Permanent Address	:	TEST	
Pincode	:	44444	
Tel No		123456	
Mobile No		111111111	

#### 11) FINAL SUBMISSION EMAIL TO CANDIDATE

TMC ACTREC - Online Application Submission > Inbox ×



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

Dear Mr. TEST TEST TEST

You have successfully submitted your application with Application No : ACT/2025/4

Please take the printout of your application before last date of avdt, and Keep with you for future correspondence.

Click here to login :https://webapps.actrec.gov.in/actjrfapp/frm\_Login.aspx

Date & Time : 30-04-2025 11:28:18

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

- 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

A DET OF	AD		TATA MEMORIAL CENTRE ENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC) -in-Aid Institution Under Department of Atomic Energy Govt.of India	
Arr New Registration	💄 Login	Forgot Password	Q, Search Application	
			FORGOT PASSWORD	
		Password Recove	ity .	
			Application Number :	
			Enter 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

	ADV			TATA MEMORIAL CENTRE TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC) tion Under Department of Atomic Energy Govt.of India	
At New Registration	💄 Login	Forgot Password	Q Search Application	📲 Help Desk	
				FIND APPLICATION NUMBER	
		Application Reco	very		
				Emeil : Enter Registered Email ID	
				SEARCH	
				CLEAR	

## 13) CONTACT US :

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



