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: 01/2024

Select post applying for : : 01 YEAR TMC FELLOWSHIP

Department : Select Department

Organisation/ Unit : --Select Unit Preference--

Personal Information

Title: Select Title | First Name : Enter First Name

Middle Name: Enter Middle Name | Last Name: Enter Last Name

Date of Birth: mm/dd/yyyy | Gender: Select Gender

Marital Status : Select Marital Status | Parent's /Spouse Name : Enter Parent/Spouse Name

Whether SC/ ST/ OBC/ PHYSICALLY HANDICAPPED : Select Category | Telephone No : Enter Telephone No

Present Address : Enter Present Address | Pincode : Enter Present Pincode No

Permanent Address : Enter Permanent Address | Pincode : Enter Permanent Pincode No

Mobile No : Enter Mobile No | Email ID : TMC/2024/11

Nationality : India | Password : ••••••

Confirm Password : Enter Confirm Password | Pancard Number : Enter Pancard Number

Registration Details

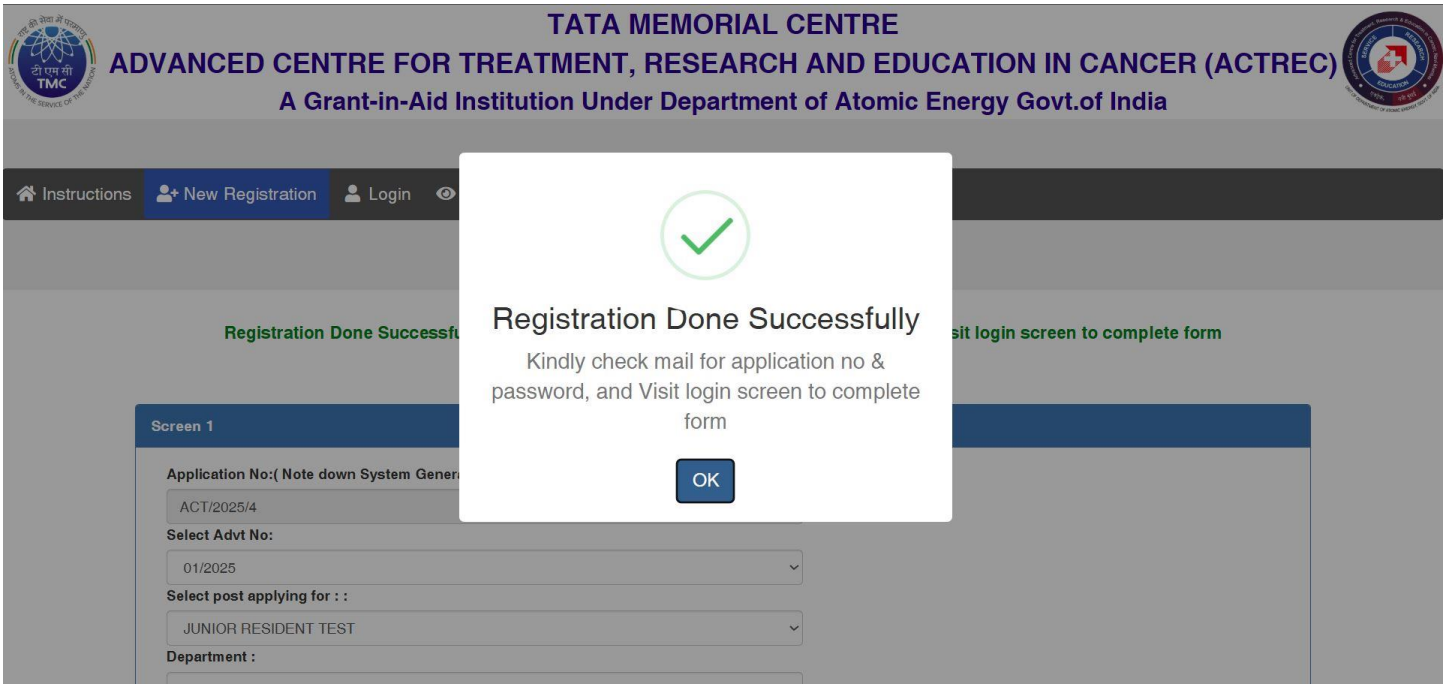
Registration Category : Select Category

Registration Number for NMC : Enter Registration Number for NMC | Registration Number for DMC : Registration Number for DMC | Registration Number for MMC : Registration Number for MMC

Verification Code : 7KMBR | Verification Code : Enter Verification Code

REGISTER | CLEAR

- **After Successful Registration you will receive email with credentials**



EMAIL :

TMC - Online Registration Details Inbox ×

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

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

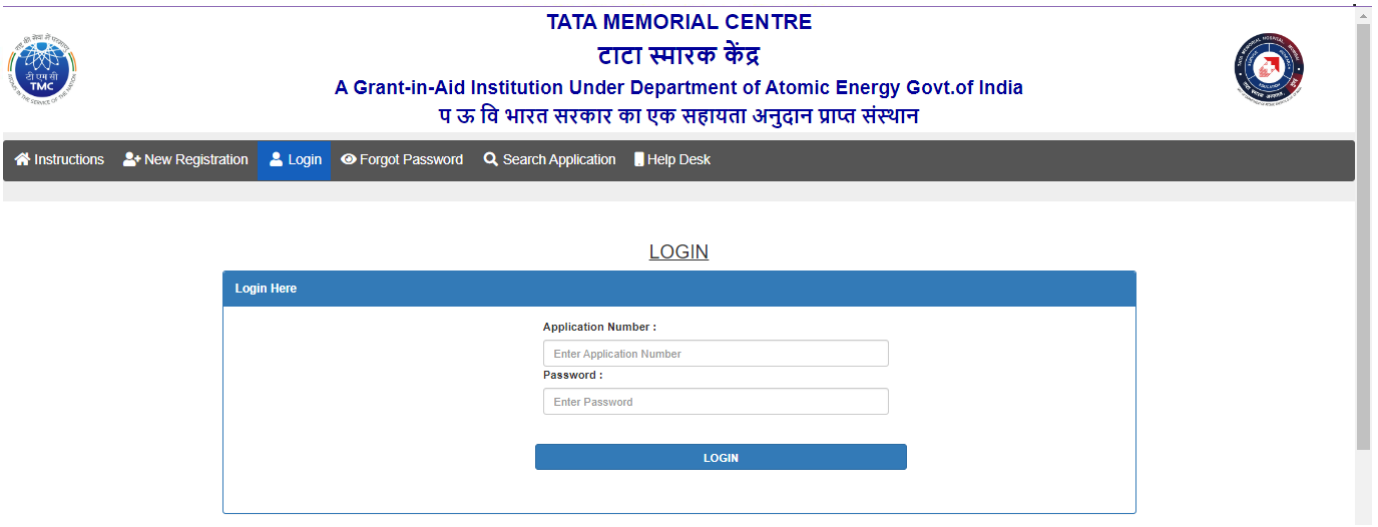
Kindly note that, in case of submission of incorrect information or suppression of facts, your candidature is liable to be rejected at any stage.

Team Academics Cell

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

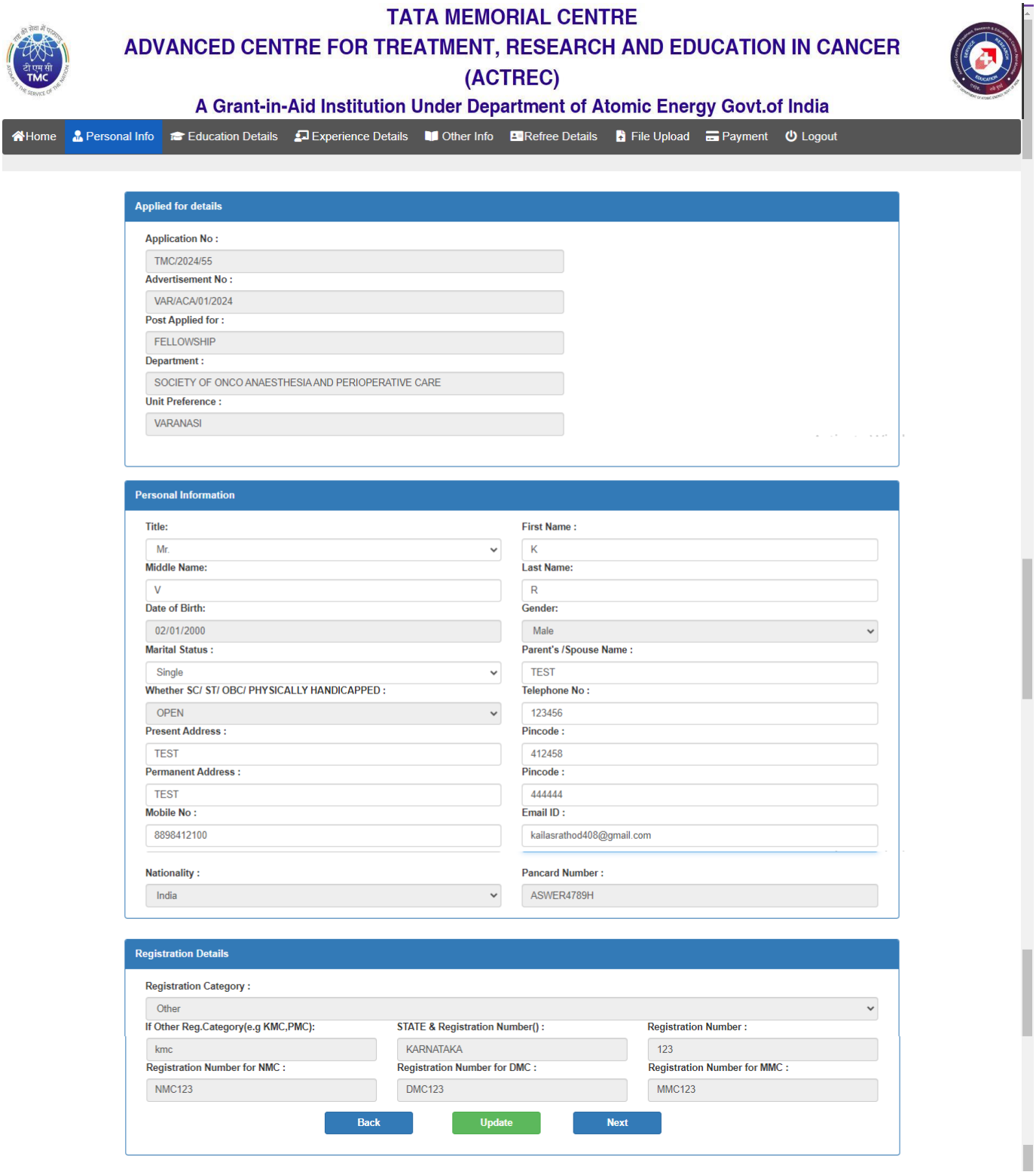
2) LOGIN PAGE :

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



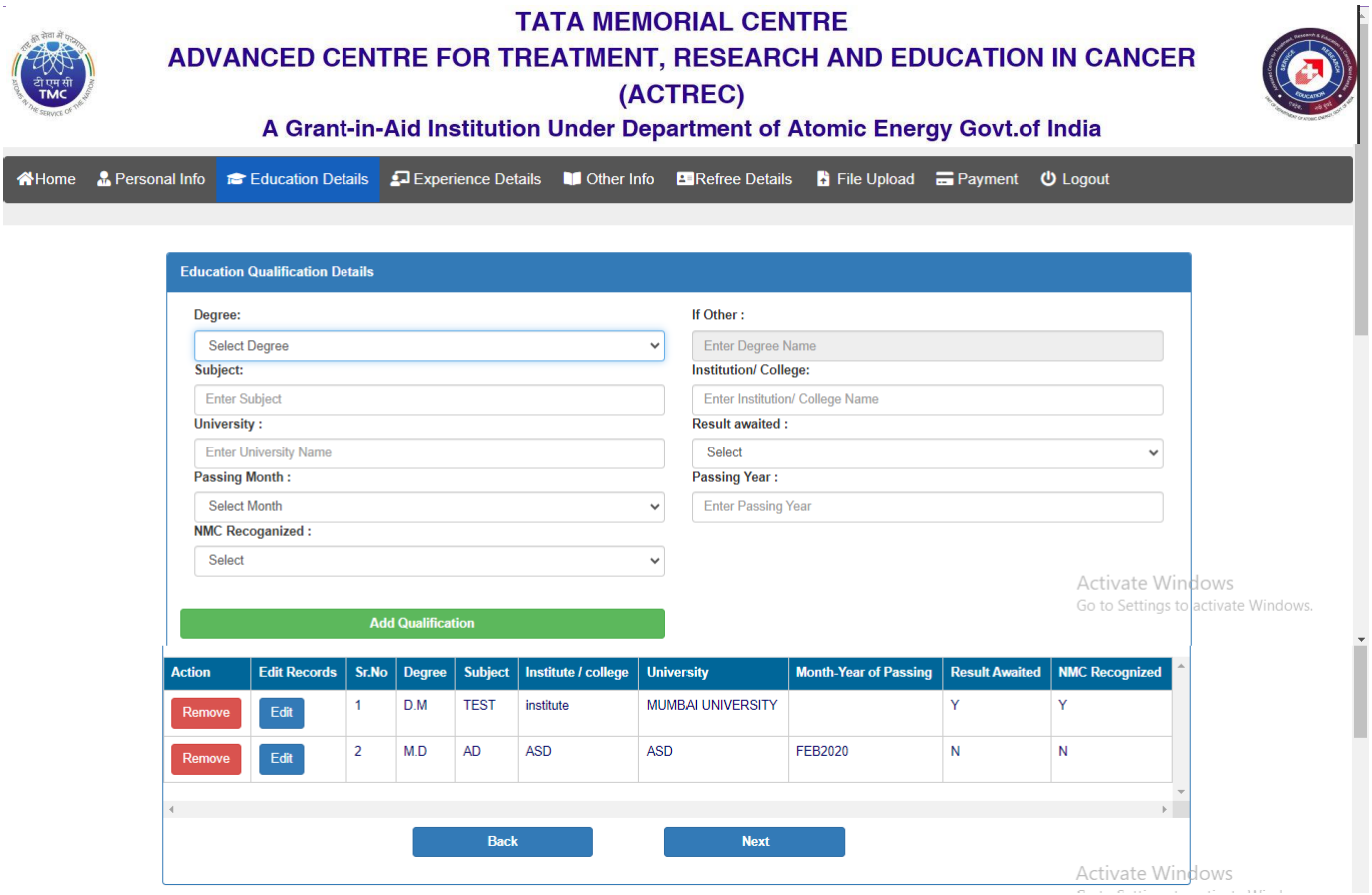
3) PERSONAL INFOMATION PAGE :

- 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**



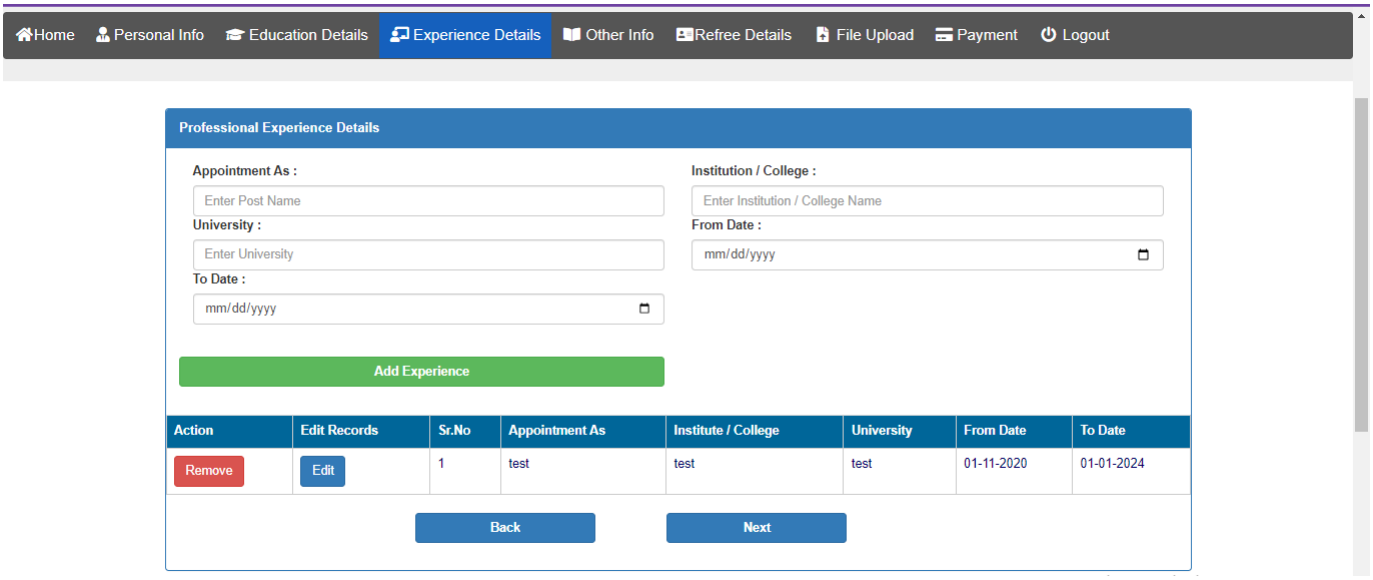
4) EDUCATIONAL DETAILS PAGE

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



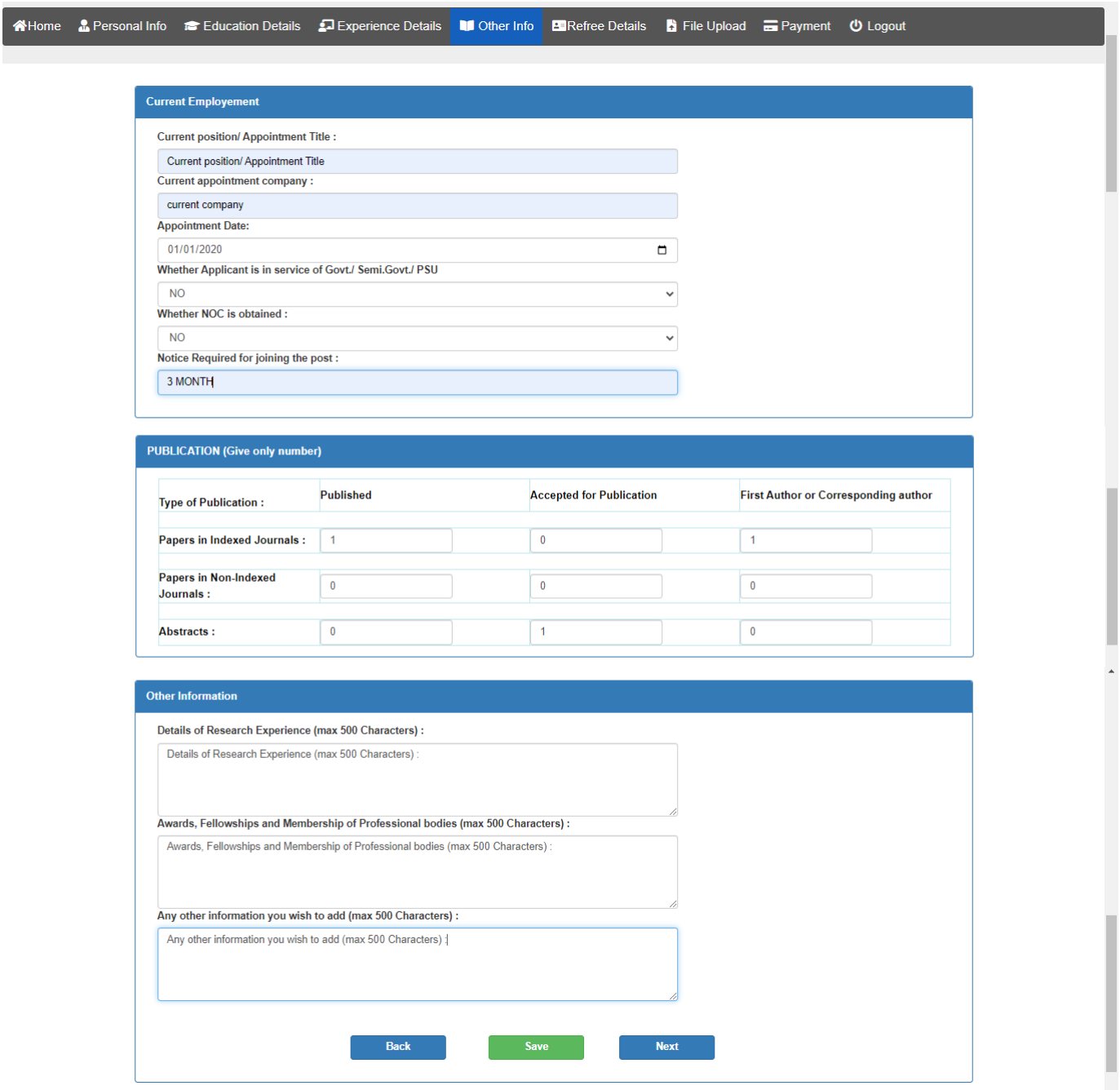
5) PROFESSONAL EXPERIENCE: (Training period will not counted as Experience)

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



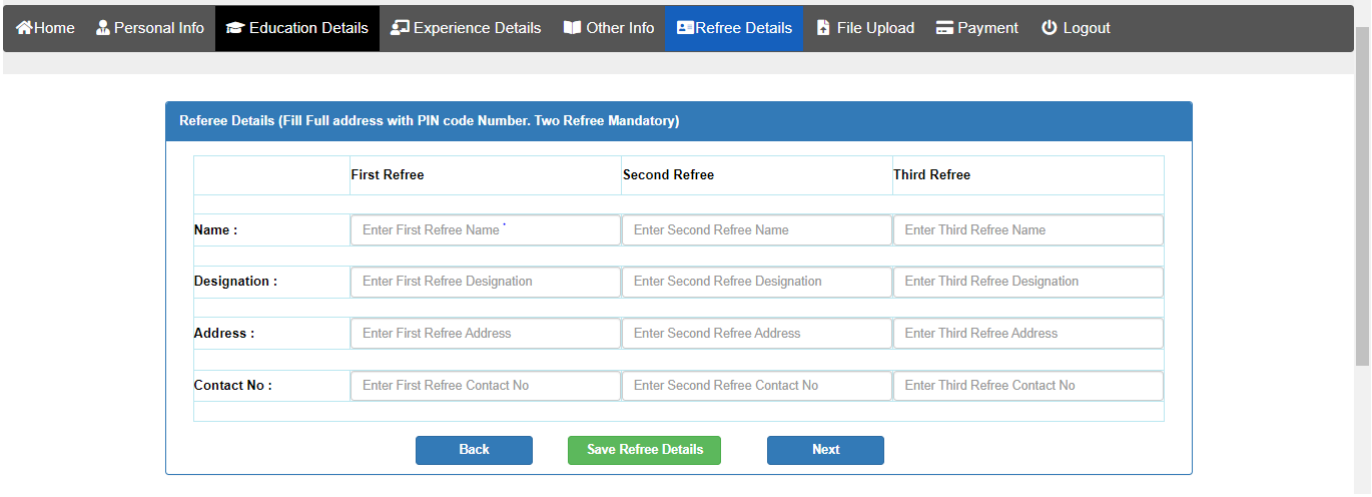
6) **OTHER INFORMATION PAGE :**

- 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.



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

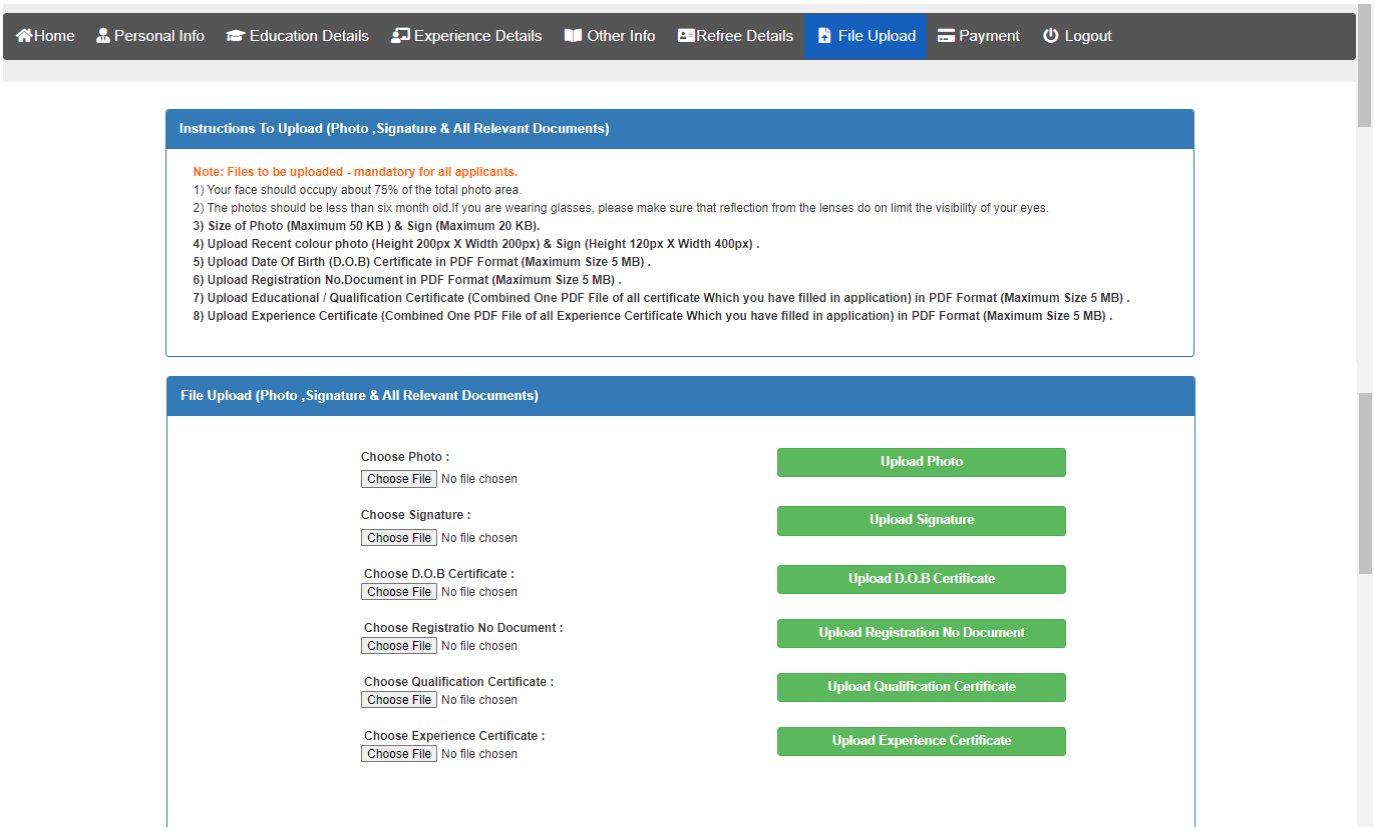
- You have to **add at least Two Referee Details**
- Click on Next Button to go to next Screen

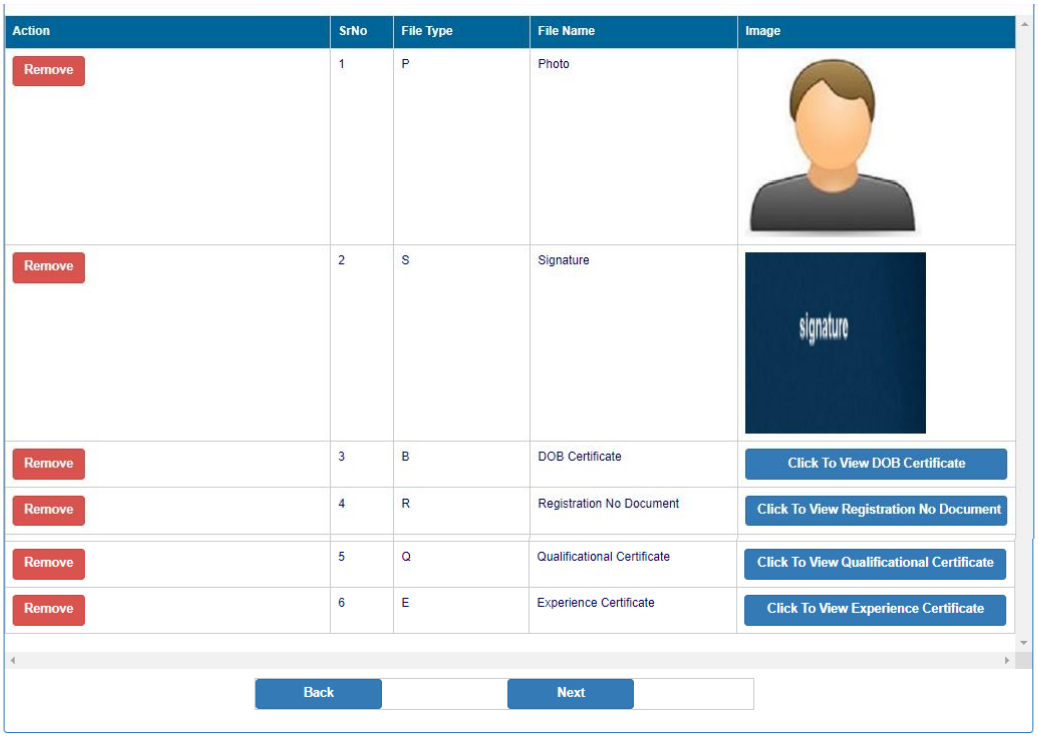


8) UPLOAD FILE (Photo, Signature, D.O.B Proof, Educational Certificate, Experience Certificate, Cast Certificate (If Applicable))

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

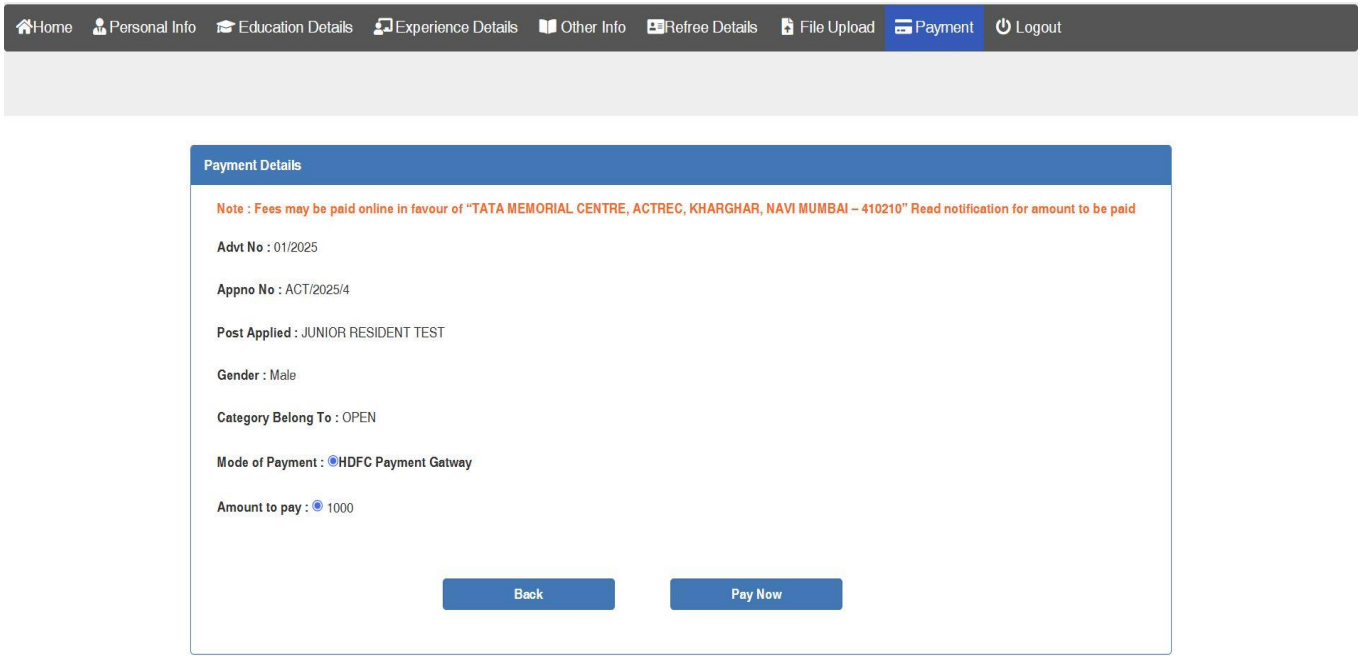
1) Your face should occupy about 75% of the total photo area.
2) The photos should be less than six month old.If you are wearing glasses, please make sure that reflection from the lenses do on limit the visibility of your eyes.
3) Size of Photo (Maximum 50 KB) & Sign (Maximum 20 KB).
4) Upload Recent 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) .

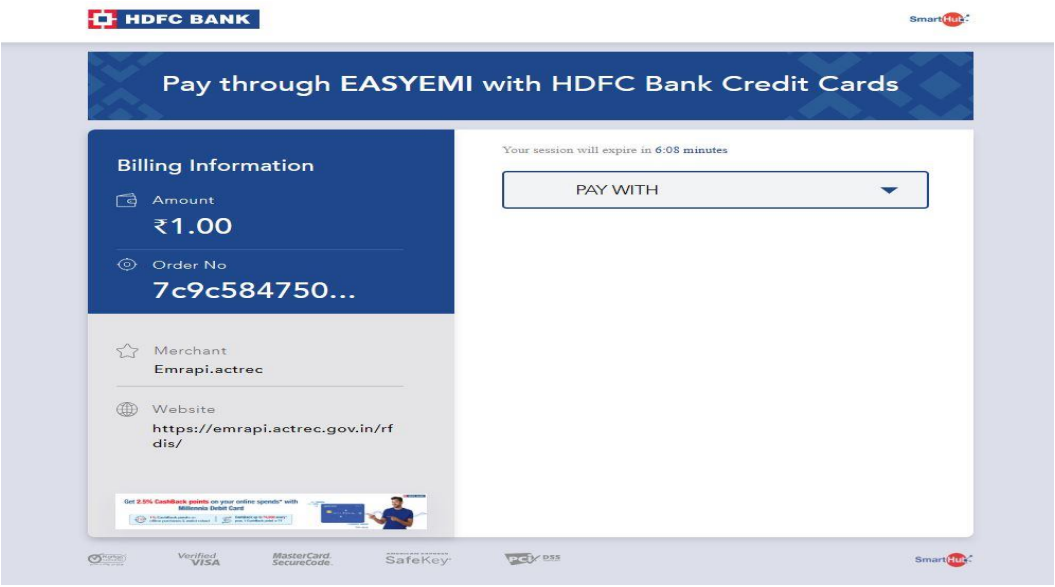




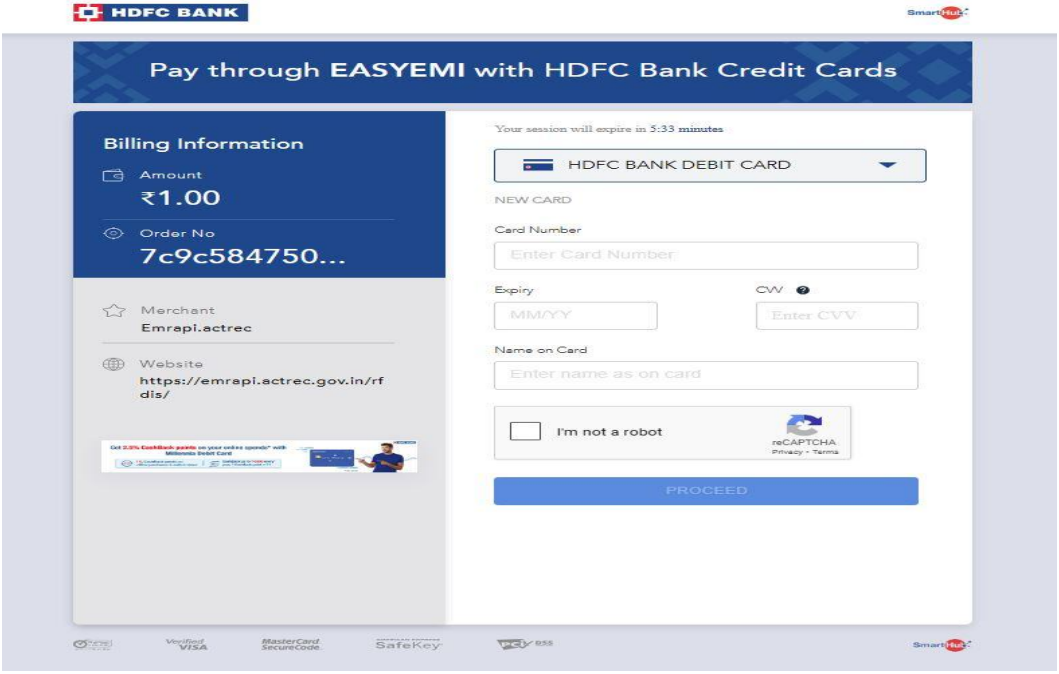
9) PAYMENT SCREEN (CHECK ADVT FOR PAYMENT MANDATORY FOR ALL CANDIDATES OR NOT):

- 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





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



- **After payment will redirected to payment receipt page**

TATA MEMORIAL CENTRE

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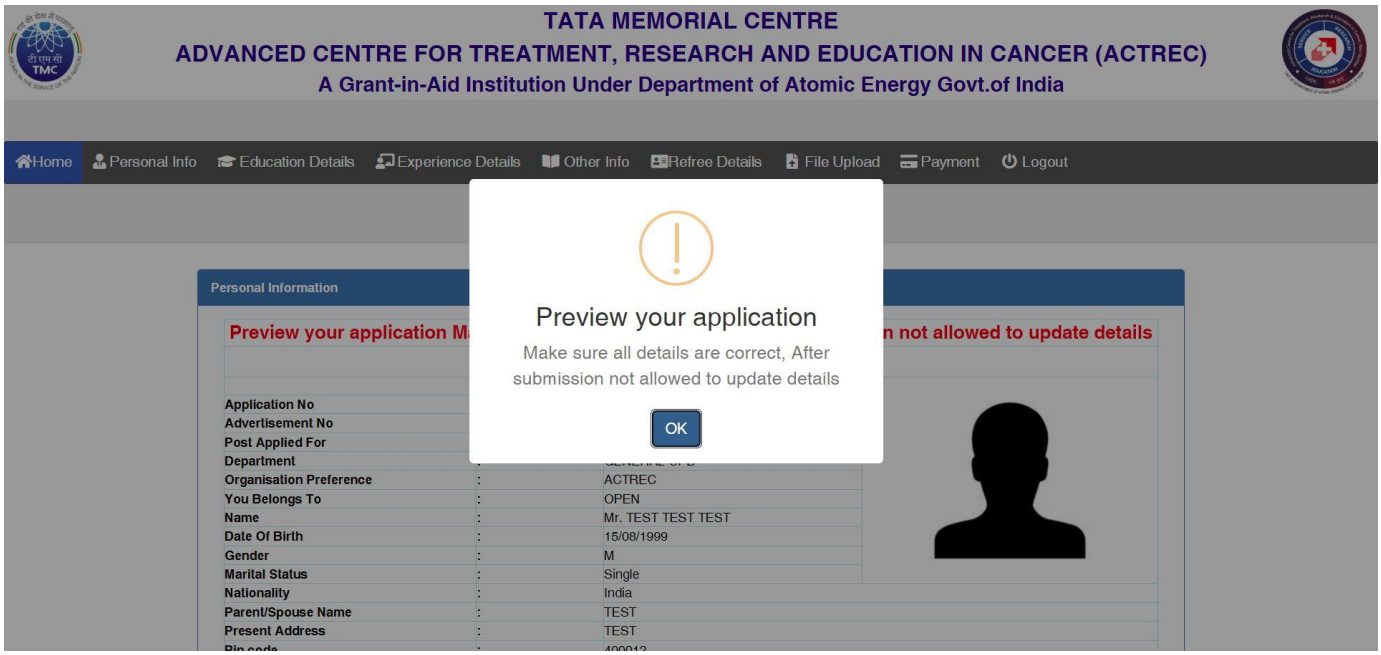
Your payment has been successfully received with the following details

PAYMENT RECIEPT

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

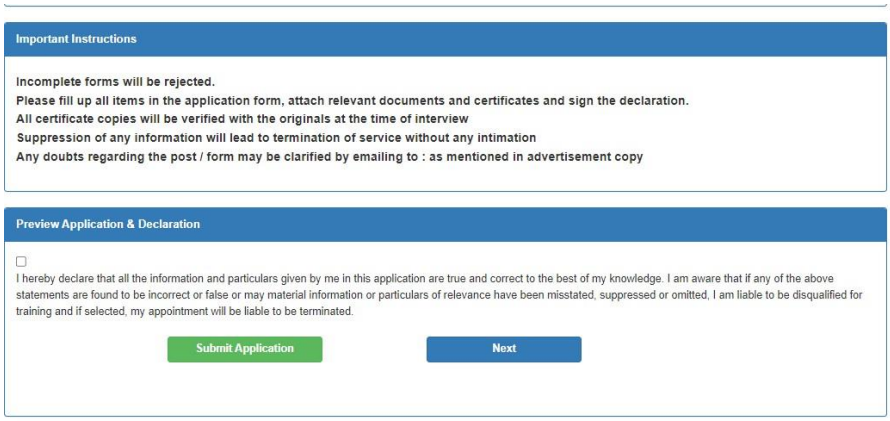
Kindly visit login screen Click Here

- 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 submitting the application make sure that all details are correct.**

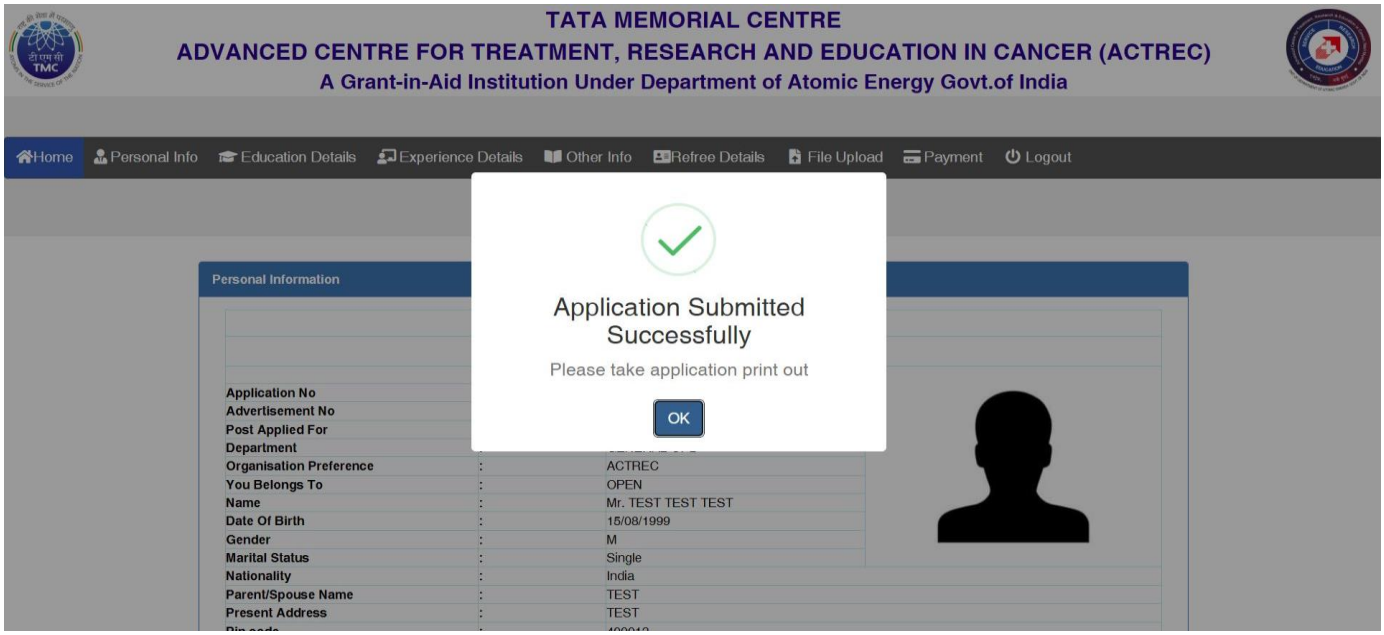


10) <u>APPLICATION PREVIEW AND SUBMIT</u>

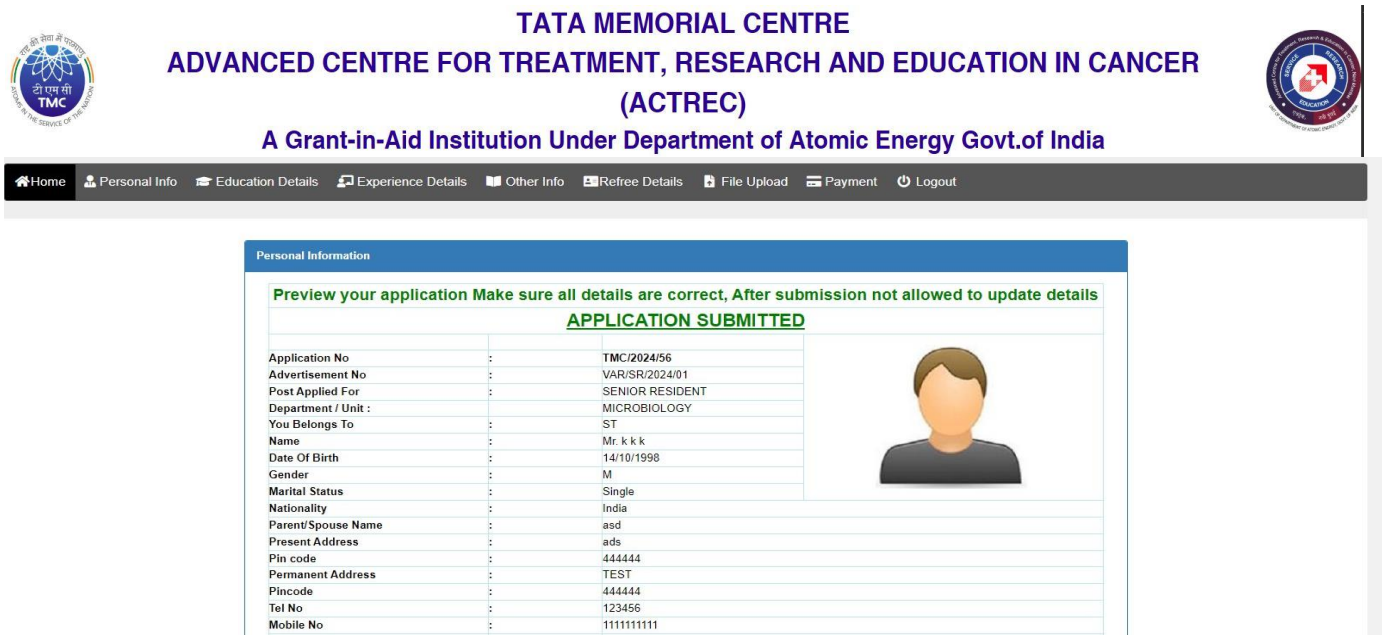
- You have to preview your Online Application Form, All Details with Attachment are correctly attached or not.
- After Submit Final Online Application you are not allowed to modify any details, Before Submitting make sure that all details are correct.
- After Checking All details **you have to go Down,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



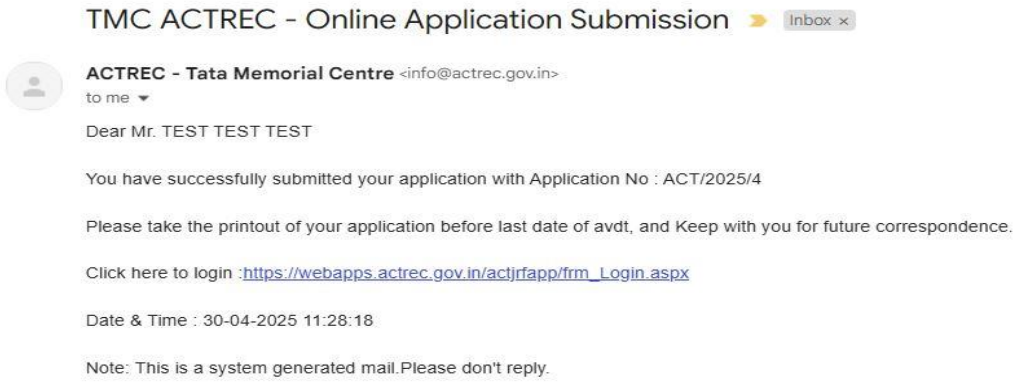
- After Final Submitting the Online Application, You will get the message Application Submitted.



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

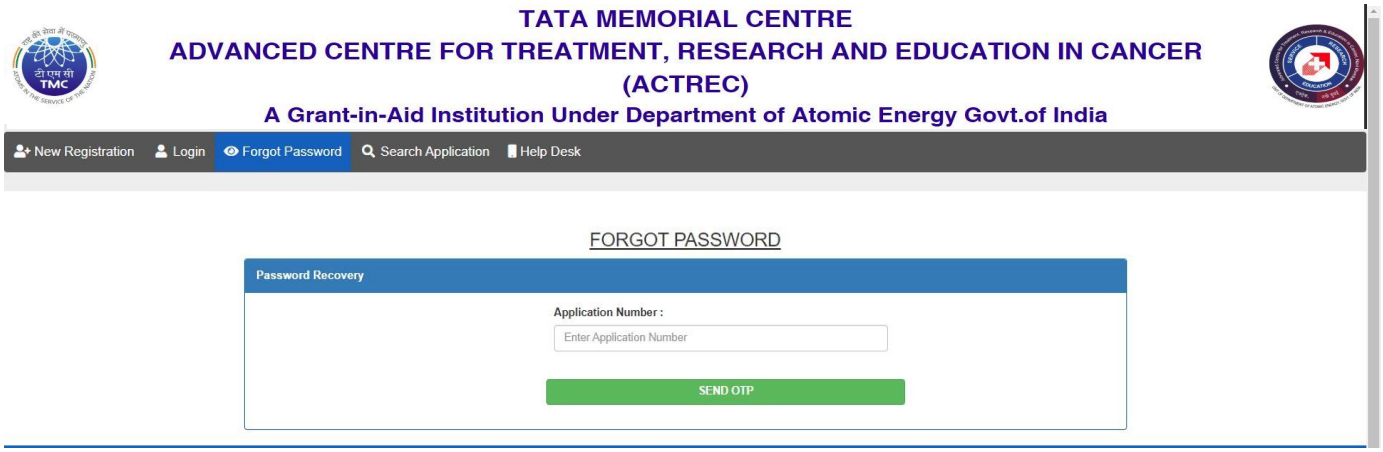


11) <u>FINAL SUBMISSION EMAIL TO CANDIDATE</u>



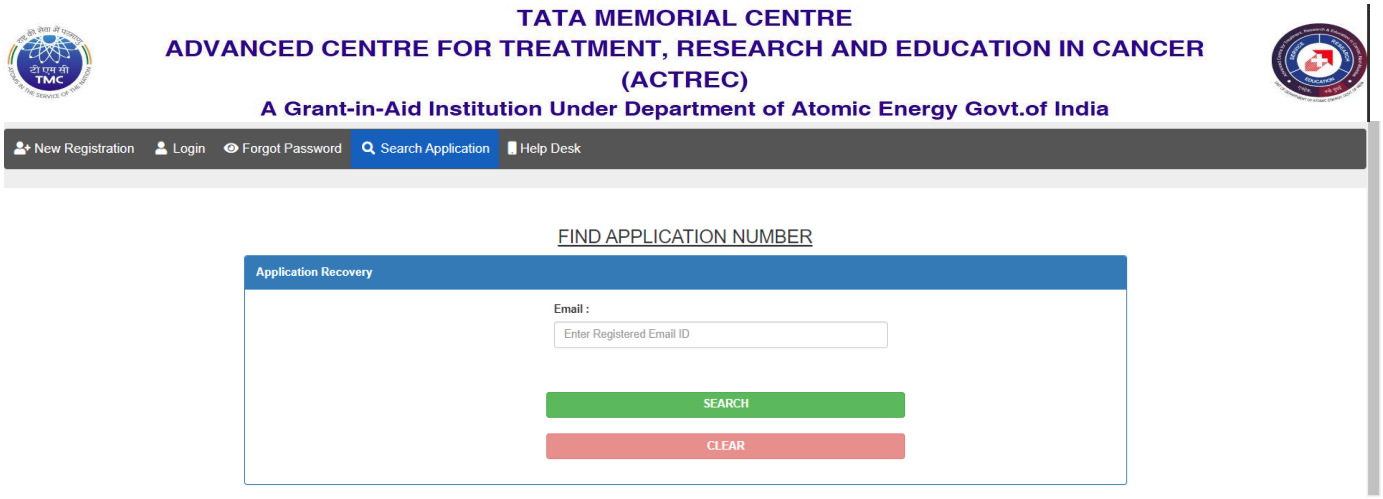
12) <u>FORGOT PASSWORD</u>

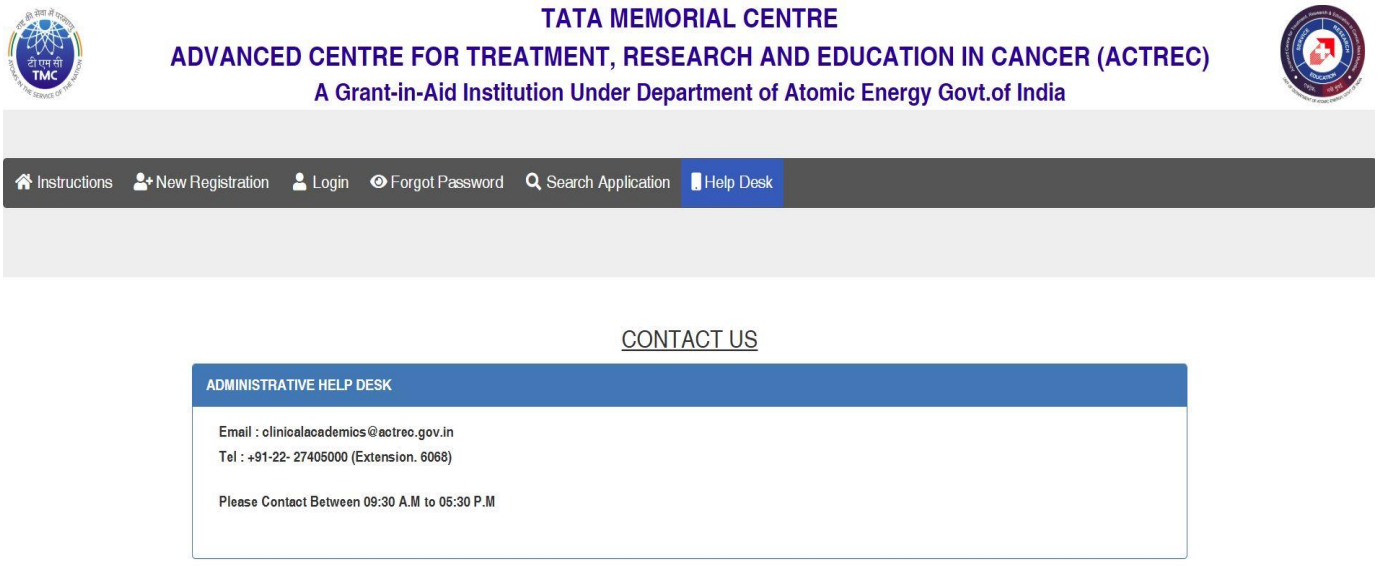
- **In case you forgot your password**
- **Enter application number and click on send OTP button**
- **You will receive OTP on registered email ID**
- **After OTP validation you can change password**



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



13) CONTACT US :

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