1) **NEW REGISTRATION :**

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

<section-header></section-header>	egistration 🔹 Login 🙆 Forgot Password 🔍 Search Applica	tion		
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> After Successful Registration you will receive email with credentials

ACTREC - Tata Memorial Centre <info@actrec.gov.in> to me 👻</info@actrec.gov.in>	10:51AM (0 minutes ago)	☆	¢
Dear Sandeep Nikam			
Post Applied For : ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE & STORES)			
Application Number : N/ACT/A4/2023/1013			
Password : Test@123			
Date & Time : 14-08-2023 10:51:02			
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/ACTNONMedAPP/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.			
Recruitment Cell ACTREC (Advanced Centre for Treatment, Research and Education in Cancer)			
Tata Memorial Centre,			
Kharghar, Navi Mumbai - 410210			
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) HOME PAGE :

> You have to click on **Go To Screen 1 Button** to complete the form step1

	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													
A Persona	Info 🛛 📧 Education Details	Experience Details	frm Other Info	ERefree Details	🖡 File Upload	= Payment	Change Password	ധ Logout						
	Proceed Next To Complet	Kindly con te Application Kindly click o een 1 Button for next step	n Go to Screen 1 But	Il steps and su ton Co To	Jbmit applic	ation								

4) 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**

#Home	🚨 Personal Info	Education Details	Experience Details	Uther Info	Refr	e Details	File Upload	🚍 Payment	Change Password	ڻ
		Applied for details								
		Application No : Advertisement No : Applied for Post : You Belongs To :	NVAR/2022/012/40931 VAR/2022/012 ASSISTANT PROFESSOR OPEN	E (GENERAL MEDI	CINE)					
		Personal Information								
		Title:				First Name :				
		Mr.			~	Enter First	Name			
		Middle Name:				Last Name:				
		Enter Middle Name				Enter Last	Name			
		Date of Birth:				Gender:				
		02/02/1998				Male				
		Marital Status :				Parent's /Sp	ouse Name :			
		Single			~	Enter Pare	nt/Spouse Name			
		Relation With Parent/Sp	ouse :			Telephone N	lo :			
		FATHER			~	Enter Tele	phone No			
		Present Address :				Present City	:			
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		Permanent City :				Permanent I	Pincode :			
		test				410209				
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Maharashtra	
	*
Ex serviceman :	
NO	~
Have You applied for employment in TMC :	
NO	~
	Ex serviceman : NO Have You applied for employment in TMC : NO

5) EDUCATIONAL DETAILS PAGE

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

nal Info	💼 Educa	tion Details	🞜 Exp	rience Detail	s 🛄 Other In	fo 💵 R	efree Detai	s 📑 File Upload	🚍 Payme	nt 🔅 Cha	nge Pass	word 🙂
	Educational	/ Qualificatio	nal Details	(including aca	demic ,Diploma,c	ourses an	d other relev	ant qualifications)				
	Degree:						If Other :					
	Select D	egree				Ý	Enter Degree Name If Other					
	Subject:						Institutio	n/ College:				
	Enter Sul	bject					Enter In	stitution/ College Name				
	University	:					Duration	of Course (if course):				
	Enter University Name							ourse Duration				
	Course Type :							vaited :				
	Select Course Type							NO V				
	Passing M	ionth :					Passing Year :					
	Select M	fonth				~	Enter Passing Year					
	Percentage	•:					Certificate Enclosed :					
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					Back			Next				
					Duok			next				

> To modify the details click on **EDIT** button and change details and click on **UPDATE**

Degree	:					If Other :						
Selec	t Degree				~	Enter Degree Name If Other						
Subject	t					Institution/ College:						
Enter	Subject					Enter Institution/ College Name						
Univers	sity :					Duration of	of Course (if course):					
Enter	University Nam	е				Enter Course Duration						
Course Type :							aited :					
Selec	Select Course Type 🗸								~			
Passing	g Month :					Passing Year :						
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Percen	tage :					Certificate Enclosed :						
Enter	Percentage					NO V						
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ction	Edit Records	Sr.No	Degree	Subject	Institute/c	ollege	University	Duration of Course	Course			
	Update	1	TEST	test	TEST		TEST	2	CORRE			
Remove												
Remove												

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

- > You have to add at least one experience details to proceed next
- Click next button to go to next screen

Post :								Institute / Org	janizatio	on / Com	oany:				
Enter P	ost Name							Enter Institu	ite / Orga	anization /	Company Nar	ne			
Salary / (G.P / PAY :							Nature of wo	rk :						
Enter S	alary / G.P /	PAY						Enter Natur	e of worl	k					
From Da	te :							To Date :							
dd/mm	/уууу							dd/mm/yyy	у						
Select Ex	perience Ty	pe :						Whether Applicant is in service of Govt./ Semi.Govt./ PSU/ Private :							
Select	Experience 1	уре					~	Select Service Type 🗸							
Certifica	e Enclosed	:						Whether curr	ent exp	erience :					
NO	NO													~	
Year :						Month :									
			Add E	xperience											
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ction Remove	Edit Records Edit	Sr.No	Post TEST	Company	Nature of work TEST	Salary 0	From Date 01-01-2020	To Date 01-01-2022	Year	Month	Type Teaching	Govt.	Enclosed Y	Experience N	

> To modify the Experience Details click on **EDIT** button and change details and click on **UPDATE**

rust:					Institute / Or	ganization / Cor	npany:				
Enter Pos	st Name				Enter Instit	ute / Organizatior	n / Company Nam	e			
Salary / G.I	P / PAY :				Nature of wo	ork :					
Enter Sal	ary / G.P / PA	Y			Enter Natu	re of work					
From Date	:				To Date :						
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Select Exp	erience Type	÷			Whether App	plicant is in serv	rice of Govt./ Sen	ni.Govt./ PSU/ F	Private :		
Select E	xperience Typ	e		~	Select Service Type						
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NO				~	NO						
Year :					Month :						
		A	Add Experience								
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tion Remove	Edit Records Update Cancel	م Sr.No	udd Experience Post TEST	Company TEST	Natur TESI	re of work	Salary 0	From Date	To Date	To Ye	

7) 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	A Personal Info	🖝 Educ	cation Details	DEsperience Details	🛤 Other Info	Refree Details	File Upload	Payment	Change Password	O Logout
			Medical Cou	ancil Registration Details						
			Registratio	on Category : (if applicable)		If other Re	pistration Category:			
			Select C Registratio	angory on Number :		♥ Enter Ot	er registration category			
			Enter Re	gistartion Number						
			Current Emp	ployement Details						
			Whether P	hoof for Current Employment	Amached:			NO		*
			Whether A	pplicant is in service of Govt/	Semi.Govt/PSU:			NO		*
			Whether a	pplication is routed through p	roper channel :			NO		~
			Notice req	uire for joining the post(MEN)	TION NO.OF DAYS E	G 10 DAYS,1 MONT	(ETC):	Enter N	latice Required for Joining	
			Particular	's about Pension' Provident Fu	ind. etc. :			Particul	lar's about Pansion/ Provident	Fund
			Other Informat	tion						
			Describe (in	1500 Characters) your most r	otable contribution	n in Service, Teachin	g or Research. :			
			Enter your o	contribution						
			Any other inf	formation you wish to add :						
										10
				Save						
					Back		Next			

8) <u>Referee Details (Fill Full address with PIN code Number and Email of Each Referee)</u>

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

Referee Details (Fill	Full address with PIN code Number and Ema	il of Each Referee)	
	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
Tel.No :	Enter First Refree Tel No	Enter Second Refree Tel No	Enter Third Refree Tel No
Fax No. :	Enter First Refree Fax No	Enter Second Refree Fax No	Enter Third Refree Fax No
Email :	Enter First Refree Email	Enter Second Refree Email	Enter Third Refree Email

9) 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.
- > Your face should occupy about 75% of the total photo area.
- > 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.
- > Size of Photo (Maximum Size 50 KB) & Signature (Maximum Size 20 KB).
- > Upload Recent colour photo (Height 200 x Width 200) & Signature (Height 120 x Width 400).
- > Upload Date Of Birth (D.O.B) Certificate in PDF Format (Maximum Size 5 MB).
- > Upload Educational / Qualification Certificate (Combined One PDF File of all certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB).
- Upload Experience Certificate (Combined One PDF File of all Experience Certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB).
- > Upload Cast Certificate in PDF Format (Maximum 5 MB).



10) PAYMENT SCREEN:

- Kindly click on <u>Pay Now</u> button to pay the fees (If Applicable.)
- **SC/ST Candidates / Physically Handicap Candidates / Female Candidates are exempted from payment.**
- Note : Fees may be paid online (Only for Male Candidates) in favor of "ACTREC TATA MEMORIAL CENTRE, KAHRGHAR, NAVI MUMBAI–410210" Read notification for amount to be paid

₩Home	🔒 Personal Info	r Education Details	Experience Details	frm	Refree Details	File Upload	🚍 Payment	Change Password	ப் Logout
		Payment Details							
		SC/ST Candidates / Phys Note : Fees may be paid o amount to be paid Gender : Male	sically Handicap Candidates (online (Only for Male Candidate	(Female Candidates a es) in favor of "ACTREC	re exempted from paym TATA MEMORIAL CENT	<mark>ent .</mark> 'RE, KAHRGHAR, NA	VI MUMBAI-41021	0" Read notification for	
		Category Belong To : OF	PEN						
		Mode of Payment : HE Amount to pay : 300	DFC Payment Gatway						
			E	lack	Pay Now				

> After clicking on **Pay Now** you will be redirected to bank server.

HDFC BANK	Sma
Pay through EASYEN	MI with HDFC Bank Credit Cards
	Your session will expire in 14:47 minutes
Billing Information	
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Emrapi.actrec	
https://emrapi.actrec.gov.in/rf	
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Select appropriate option and pay the fees

Billing Information Amount ₹1.00 Order No	Your session will expire in 13:14 minutes HDFC BANK DEL	utes BIT CARD 🔹
4d4472a39b ☆ Merchant Emrapi.actrec	Enter Card Number Expiry MM/YY Expiry is required	CW 🔮 Enter CVV
Website https://emrapi.actrec.gov.in/rf dis/	Name on Card Enter name as on card	reCAPTCHA Privacy - Terms

> After payment will redirected to payment receipt page

Application Number Transaction ID Transaction Status Transaction Status Code Amount Paid RS Payment Mode	TEST/202248 200122703/2002 EGI 7 for Debt Cards and Credit Cards 60/21 1 00 DEBT_CARD		
Tiansaction Date & Time	22-01-2022 12:49-26		

- > 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.

Home 🕹 Personal Info 🕿 Education Details 🗊 Experience Details 🖬 Other Info 🖾 Refree Details 🖥 File Upload 🚍 Payment 🌣 Change Password 🙂 Logout

Preview your application, Make sure that all details are correct, After Submission not allowed to Modify any Details. Please Go Down and Click on Submit Online Application Button for Final Submission.

rsonal Information		
	A	PPLICATION NOT SUBMITTED
Application No	;	NVAR/2022/012/40931
Advertisement No	;	VAR/2022/012
Post Applied For	;	ASSISTANT PROFESSOR E (GENERAL MEDICINE)
You Belongs To	:	OPEN
Name	:	Mr. suresh V rathod
Date Of Birth	:	02/02/1998
Age as on Advertisement Last Date	:	24 Years 5 Months 15 Days
Gender	:	F
Marital Status	;	Single
Religion	:	

Nationality	:	India
Parent/Spouse Name	:	VAMAN RATHOD
Present Address	:	test
City	:	test
Pin code	:	410209
State	:	Maharashtra
Tel No	:	8169600424
Mobile No	:	8169600424
Email	:	kailasrathod408@gmail.com
Permanent Address	:	test
City	:	test
Pincode	:	410209
Pancard No	:	
Whether Physically Handicap	:	NO
Whether Ex Serviceman	:	NO
Employee Type	:	OTHER
Project / Agency Name	:	
CCNO	:	
Worked From	:	
Worked To	:	
Have You applied for employment in TMC	:	NO

11) 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

Important Instructions Incomplete forms will be rejected. Please fill up all items in the application form, attach relevant documents and certificates and sign the declaration. All certificate copies will be verified with the originals at the time of interview Suppression of any information will lead to termination of service without any intimation Any doubts regarding the post / form may be clarified by emailing to : as mentioned in advertisement copy				
Preview Application & Declaration I 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 statements 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 appointment and if selected, my appointment will be liable to be terminated.				
Final Submit Online Application Go To Screen 1				

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</u> <u>Applicable</u>)

Download Application
I 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 statements 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 appointment and if selected, my appointment will be liable to be terminated.
SIGNATURE Applicant's Signature
Download Payment Receipt Print / Download Online Application Form

12) FINAL SUBMISSION EMAIL TO CANDIDATE

TMC ACTREC- Online Application Final Submission 🔉 🔤			8
ACTREC - Tata Memorial Centre <info@actrec.gov.in> to me -</info@actrec.gov.in>	12:00 PM (0 minutes ago)	☆	←
Dear Mr. Sandeep Vilas Nikam			
You have successfully submitted your online application with Application No : N/ACT/A4/2023/1013			
Please take the printout of your online application, and Keep with you for future reference.			
Click here to login : <u>https://webapps.actrec.gov.in/ACTNONMedAPP/frm_Login.aspx</u>			
Date & Time : 14-08-2023 12:00:12			
Note: This is a system generated mail.Please don't reply.			
← Reply → Forward			

13) 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

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



	FORGOT PASSWORD	
word Recovery		
	Application Number :	
	Enter Application Number	
	SEND OTP	

14) SEARCH APPLICATION :

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



15) CONTACT US :

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