

## 1) NEW REGISTRATION :

- for New Registration click on New Registration Menu
- Select advt number and course applying
- Fill all the mandatory details



### 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 to Check Eligibility

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

Select Advt No:

Select Advt

Name of the Training/Course :

Personal Information

Title: Select Title

Middle Name: Enter Middle Name

Date of Birth:

Marital Status: Select Marital Status

Whether SCI/ STI/ OBC/ PHYSICALLY HANDICAPPED: Select Category

Present Address: Enter Present Address

Permanent Address: Enter Permanent Address

Mobile No: Enter Mobile No

Nationality: India

Password: Enter Password

Verification Code: J X 9 U B

First Name: Enter First Name

Last Name: Enter Last Name

Gender:

Parent's /Spouse Name: Enter Parent/Spouse Name

Telephone No: Enter Telephone No

Pincode: Enter Present Pincode No

Pincode: Enter Permanent Pincode No

Email ID: Enter Email ID

Foreign Nationals will need to obtain clearance before joining Training Programme From:  
1. Ministry of External Affairs. / Ministry of Home Affair.  
2. Medical Council of India Registration

Confirm Password: Enter Confirm Password

Pancard Number: Enter Pancard Number

Verification Code: Enter Verification Code

REGISTER CLEAR

After Successful Registration you will receive email with credentials



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

Dear Shubham Mangade

Application Number : T//2

Password : Test@123

Date & Time : 20-05-2025 15:10:16

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/acttrainingapp/fm\\_Login.aspx](https://webapps.actrec.gov.in/acttrainingapp/fm_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 Training 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

#### ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER

#### (ACTREC)

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



InstructionsNew Registration**Login**Forgot PasswordSearch ApplicationHelp Desk

### LOGIN

Login Here

**Application Number :**

**Password :**

**Verification Code :**  


**Verification Code :**

LOGIN

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- Careers
- Training Programmes
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- Terms Of Use
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Tata Memorial Centre ACTREC



CONTACT US

ACTREC  
(Advanced Centre For Treatment,  
Research And Education In Cancer)

Plot No. 1 & 2, Sector 22 Kharghar,  
Navi Mumbai - 410210,  
Maharashtra, India.

Phone: +91-22- 27405000/  
68735000

## 3) HOME PAGE :

➤ You have to click on next button to complete the form



Proceed Next To Complete Application

Kindly click on next button for next step

Next

FREQUENTLY VISITED

Results  
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 Careers  
 Training Programmes  
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GLOBAL NAVIGATION

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Tata Memorial Centre ACTREC



CONTACT US

ACTREC  
 (Advanced Centre For Treatment,  
 Research And Education In Cancer)  
 Plot No. 1& 2, Sector 22 Kharghar,  
 Navi Mumbai - 410210,  
 Maharashtra, India.  
 Phone: +91-22- 27405000/  
 68735000

4) 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



Applied for details

Application No :

TEST/2022/40

Advertisement No :

TEST/2022

Applied for Training/Course :

TEST TRAINING / COURSE NAME 2

Personal Information

Title:

Mr.

Middle Name:

TEST

Date of Birth:

02/02/1998

Single

Whether SC/ ST/ OBC/ PHYSICALLY HANDICAPPED :

ST

Present Address :

TEST

Permanent Address :

TEST

Mobile No :

Enter Mobile No

Nationality :

India

Pancard Number :

CEEE4547D

First Name :

TEST

Last Name:

TEST

Gender:

Male

TEST

Telephone No :

Enter Telephone No

Pincode :

400002

Pincode :

400002

Email ID :

Enter Email ID

Foreign Nationals will need to obtain clearance before joining Training Programme From:

1. Ministry of External Affairs / Ministry of Home Affairs
2. Medical Council of India Registration

Back

Update

Next

5) EDUCATIONAL DETAILS PAGE

- You have to mention at least one education details
- Click next button to proceed next screen



**Education Qualification Details**

**Degree:**

**Specialization:**

**University:**

**Passing Month:**

**Percentage:**

**If Other:**

**Institution/ College:**

**Result awaited:**

**Passing Year:**

**Add Qualification**

| Action                                | Edit Records                        | Sr.No | Degree | Specialization | Institute/college | University      | Year/Month | Percentage | Result Awaited |
|---------------------------------------|-------------------------------------|-------|--------|----------------|-------------------|-----------------|------------|------------|----------------|
| <input type="button" value="Remove"/> | <input type="button" value="Edit"/> | 1     | M.S.   | sub            | college           | UNIVERSITY NAME | FEB2020    | 60.00      | Y              |

➤ To modify the details click on edit button and change details and click on update

**Education Qualification Details**

**Degree:**

**Specialization:**

**University:**

**Passing Month:**

**Percentage:**

**If Other:**

**Institution/ College:**

**Result awaited:**

**Passing Year:**

**Add Qualification**

| Action                                | Edit Records                          | Sr.No | Degree | Specialization | Institute/college | University      | Year/Month | Percentage | Result |
|---------------------------------------|---------------------------------------|-------|--------|----------------|-------------------|-----------------|------------|------------|--------|
| <input type="button" value="Remove"/> | <input type="button" value="Update"/> | 1     | M.S.   | sub            | college           | UNIVERSITY NAME | FEB2020    | 60.00      | Y      |

**6) PROFESSIONAL EXPERIENCE:**

- You have to mention at least one experience details to proceed next
- To update details you have to click on edit button and change details and click on update
- Click next button to proceed next screen



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(ACTREC)**



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

Home Personal Info Education Details Experience Details Other Info File Upload Payment Change Password Logout

**Professional Experience Details**

Post :  Institute / Organization / Company:

Salary :  Nature of work :

From Date :  To Date :

**Add Experience**

| Action                 | Edit Records         | Sr.No | Post  | Company  | Nature of work | Salary | From Date  | To Date    |
|------------------------|----------------------|-------|-------|----------|----------------|--------|------------|------------|
| <a href="#">Remove</a> | <a href="#">Edit</a> | 1     | POST1 | COMPANY1 | WORK1          | 0      | 01-01-2020 | 01-01-2022 |
| <a href="#">Remove</a> | <a href="#">Edit</a> | 2     | POST2 | COMPANY2 | WORK           | 0      | 01-01-2020 | 01-01-2021 |

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

**7) OTHER INFORMATION PAGE :**

- If any other information you wish to add you have to mention here.
- Click on next button to proceed next screen.



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Home Personal Info Education Details Experience Details Other Info File Upload Payment Change Password Logout

**Medical Council Registration Details**

Registration Category : (if applicable)  If other Registration Category:

Registration Number :  Name of the Sponsoring Institute : (if applicable)

Whether pursuing a career in Oncology :  Whether attached to a Cancer Institute :

Medical Council Place :  Registration Number :

---

**Current Employment**

Current position/ Appointment Title :

Current appointment company :

Appointment Date:

Appointment Date:

Whether Applicant is in service of Govt./ Semi.Govt./ PSU

Whether NOC is obtained :

---

**Other Information**

Describe (in 150 words) your most notable contribution in Service, Teaching or Research. :

A paragraph is a series of related sentences developing a central idea, called the topic. Try to think about paragraphs in terms of thematic unity: a paragraph is a sentence or a group of sentences that supports one

Any other information you wish to add :

[Back](#) [Update](#) [Next](#)

**8) UPLOAD FILE (PHOTOGRAPH, SIGNATURE, & ALL RELEVANT DOCUMENT) :**

Here you will have to upload the photograph and signature

**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 Educational / Qualification Certificate (Combined One PDF File of all certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) .**
  - 7) **Upload Experience Certificate (Combined One PDF File of all Experience Certificate Which you have filled in application) in PDF Format (Maximum Size 5 MB) .**
- If (ST/SC CANDIDATE)**
- 8) **Upload Combined One PDF of Caste & Caste Validity Certificate in PDF Format (Maximum Size 5 MB) .**
- If (OBC/NT CANDIDATE)**
- 8) **Upload Combined One PDF of Caste & Caste Non Creamy Layer Certificate in PDF Format (Maximum Size 5 MB) .**
- If (PHYSICALLY HANDICAPED CANDIDATE)**
- 8) **Upload Physically Handicap Certificate in PDF Format (Maximum Size 5 MB) .**

File Upload (Photo ,Signature & All Relevant Documents)

Choose Photo :

No file chosen

Choose Signature :

No file chosen

Choose D.O.B Certificate :

No file chosen

Choose Qualification Certificate :

No file chosen

Choose Experience Certificate :

No file chosen

Choose Cast & Cast Validity Certificate:

No file chosen

| Action                                | SrNo | File Type | File Name                         | Image   |
|---------------------------------------|------|-----------|-----------------------------------|---|
| <input type="button" value="Remove"/> | 1    | P         | Photo                             |    |
| <input type="button" value="Remove"/> | 2    | S         | Signature                         |  |
| <input type="button" value="Remove"/> | 3    | B         | DOB Certificate                   | <input type="button" value="Click Here To View Document"/>                            |
| <input type="button" value="Remove"/> | 4    | Q         | Qualification Certificate         | <input type="button" value="Click Here To View Document"/>                            |
| <input type="button" value="Remove"/> | 5    | E         | Experience Certificate            | <input type="button" value="Click Here To View Document"/>                            |
| <input type="button" value="Remove"/> | 6    | H         | Physically Handicaped Certificate | <input type="button" value="Click Here To View Document"/>                            |

9) PAYMENT SCREEN :

- Kindly click on submit button to pay the fees (If Applicable.)



Payment Details

Advt No : 0/2025

Gender : Male

Category Belong To : OPEN

Mode of Payment :  HDFC Payment Gateway

Amount to pay : ₹ 1000

Back Pay Now

- After clicking on next you will be redirected to bank server.

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 2.0% CashBack points on your online spends\* with HDFC Bank Credit Card

PAY WITH

Verified VISA MasterCard SecureCode SafeKey PCI DSS SmartHub

- 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 2.0% CashBack points on your online spends\* with HDFC Bank Credit Card

HDFC BANK DEBIT CARD

NEW CARD

Card Number  
Enter Card Number

Expiry  
MM/YY Enter CVV

Name on Card  
Enter name as on card

I'm not a robot

PROCEED

Verified VISA MasterCard SecureCode SafeKey PCI DSS SmartHub

- After payment will redirected to payment receipt page



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| PAYMENT RECEIPT         |  |
|-------------------------|--|
| Application Number      | TEST/2022/40                           |
| Transaction ID          | 220122112572602                        |
| Transaction Status      | ECI 7 for Debit Cards and Credit Cards |
| Transaction Status Code | E0821                                  |
| Amount Paid RS          | 1.00                                   |
| Payment Mode            | DEBIT_CARD                             |
| Transaction Date & Time | 22-01-2022 12:49:26                    |

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

### 10) APPLICATION PREVIEW AND SUBMIT

- Kindly check the application all details and check declaration and submit the application
- **NOTE : after submission details you are not allowed to modify any details before submitting the application make sure that all details are correct**



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

#### 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 training and if selected, my appointment will be liable to be terminated.

Submit Application

Next

#### Applied for details



SIGNATURE

Application No :

TEST/2023/89

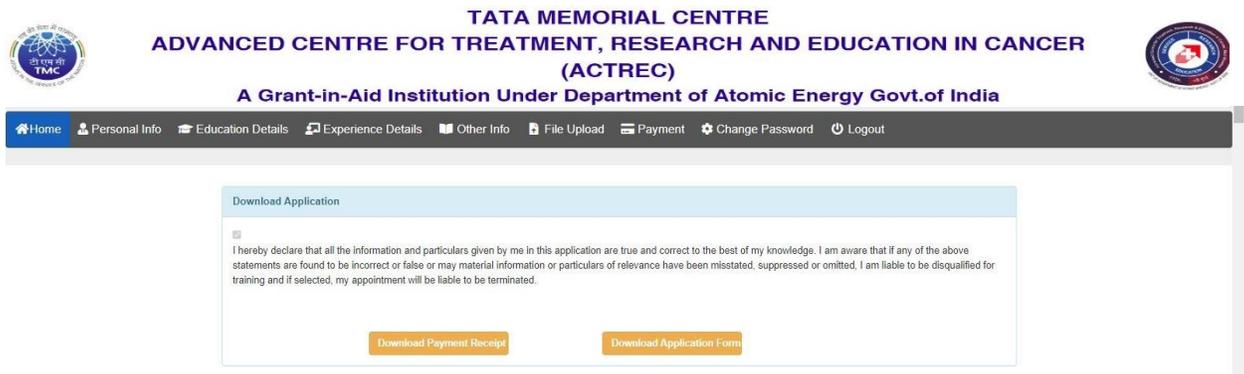
Advertisement No :

TEST/2023

Applied for Training/Course :

TESTING APPLICATION PLEASE DO NOT APPLY

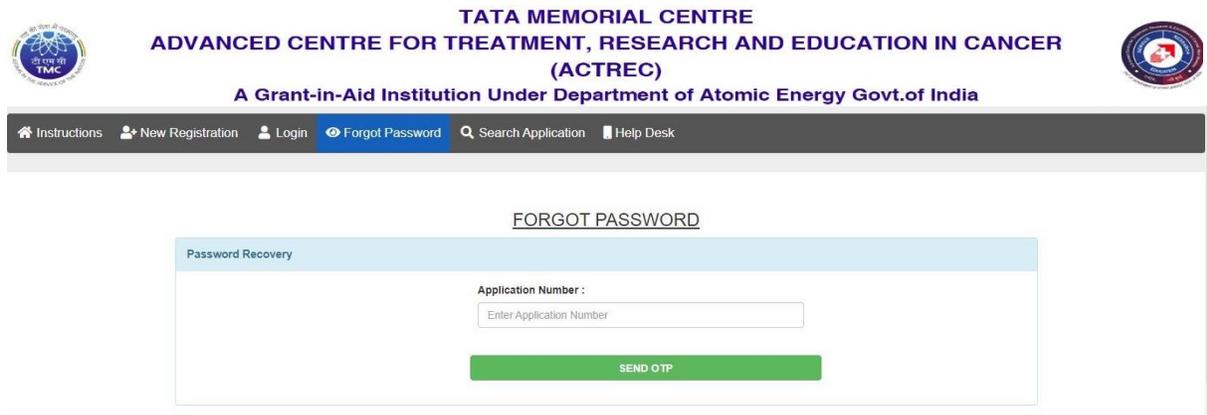
- After submission you will get the download application and fee receipt button



The screenshot shows the top navigation bar of the TATA MEMORIAL CENTRE (ACTREC) website. The header includes the organization's name and logo. Below the header is a dark navigation bar with links: Home, Personal Info, Education Details, Experience Details, Other Info, File Upload, Payment, Change Password, and Logout. The main content area features a light blue box titled 'Download Application'. Inside this box, there is a small square icon and a paragraph of text: '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 training and if selected, my appointment will be liable to be terminated.' Below the text are two orange buttons: 'Download Payment Receipt' and 'Download Application Form'.

## 11) 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



The screenshot shows the 'FORGOT PASSWORD' section of the TATA MEMORIAL CENTRE (ACTREC) website. The header is identical to the previous screenshot. The navigation bar includes links: Instructions, New Registration, Login, Forgot Password (highlighted), Search Application, and Help Desk. The main content area features a light blue box titled 'FORGOT PASSWORD' with a sub-header 'Password Recovery'. Inside the box, there is a label 'Application Number :' followed by a text input field with the placeholder text 'Enter Application Number'. Below the input field is a green button labeled 'SEND OTP'.

## 12) SEARCH APPLICATION :

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

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InstructionsNew RegistrationLoginForgot PasswordSearch ApplicationHelp Desk

FIND APPLICATION NUMBER

Application Recovery

Email :

SEARCH

CLEAR

| Appno         | Advtno   | Post   | Appdate                      |
|---------------|----------|--|------------------------------|
| 10/2021/106   | 10/2021  | SIX MONTH'S ONCO-<br>PHYSIOTHERAPY<br>TRAINING COURSE                              | 22/01/2021<br>12:00:00<br>AM |
| 119/2021/1041 | 119/2021 | TMC Fellowship in<br>Speech and Swallowing<br>Therapy in (Head &<br>Neck) Services | 22/12/2021<br>12:00:00<br>AM |

## 13) CONTACT US :

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

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InstructionsNew RegistrationLoginForgot PasswordSearch ApplicationHelp Desk

CONTACT US

ADMINISTRATIVE HELP DESK (TRAINING CELL)

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