



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

Sector – 22, Kharghar, Navi Mumbai 410 210
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POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patient's care, cancer prevention, cancer research and professional development for oncology and allied disciplines. TMC is an autonomous Grant-In-Aid Institute of the Department of Atomic Energy, Government of India. TMC is affiliated to Homi Bhabha National Institute (HBNI). The HBNI is a Deemed University of the Department of Atomic Energy with a mission to develop high quality postgraduate educational programs in science and technology including those related to Life and Health sciences. ACTREC, TMC invites applications from eligible candidates of Indian nationality who are keen to pursue a career in TMC. Full time positions in various departments available at ACTREC are listed below:

1. SCIENTIFIC OFFICER 'E' (TRANSLATIONAL RESEARCH LABORATORY) (1-UR)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100 + GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 18/07/2024	45 Yrs.
Qualification & Experience:	Essential Qualification: Ph. D. Essential Experience: 5 years' experience in immunology Minimum 20 publications of which 5 must be as first author. Desirable Experience: Principal Investigator (PI) of at least one project funded by national / international funding agencies.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2. SCIENTIFIC OFFICER 'D' (NUCLEAR MEDICINE) (1-UR)

Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB3, Rs.15600-39100+ GP 6600/-)
Initial Pay	Rs. 67700/- Level -11, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	40 Yrs.
Qualification & Experience:	Essential Qualification: M.Sc. plus D.M.R.I.T. / P.G.D.F.I.T. or M.Sc. Nuclear Medicine and passed the RSO exam of RPAD / AERB with previous experience in PET / CECT of one-year post qualification. Essential Experience: Minimum of 7 years of experience post PGDFIT / DMRIT / M.Sc. Nuclear Medicine is required.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

3. SCIENTIFIC OFFICER 'C' (DATA ANALYST) (1-UR)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB-3, Rs.15600-39100+ GP 5400/-)
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	35 years
Qualification & Experience:	Essential Qualification: M.Sc. (I.T.) / M. Sc. (Computer Science) / B. Tech. (Computer Science) / M. Sc. (Statistics) Essential Experience: Minimum three (03) years of experience of maintaining database of large scale Epidemiological / Genomic status. Experience in working on GWAS is essential. Desirable Experience: Candidate should be acquainted with statistical package 'R' and Python language. Proven efficiency in working on MS Access SQL database, Linux environment.
Location	CENTRE FOR CANCER EPIDEMIOLOGY, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

4. SCIENTIFIC OFFICER 'C' (CENTRE FOR CANCER EPIDEMIOLOGY) (1-OBC)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB-3, Rs.15600-39100+ GP 5400/-)
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	35 years
Qualification & Experience:	Essential Qualification: M.Sc. (Biological Science / Microbiology / Life Science) OR Masters in Social Sciences or Social work from a recognized university and having certificate course in computers such as MS-CIT from the State Government Essential Experience: Work experience in cancer registry for minimum three years or in medical record for cancer case file abstraction as well as knowledge of statistical software for data analysis. Desirable Experience: Knowledge of cancer registry software and demonstrable knowledge about working in cancer control will be preferable.
Location	CENTRE FOR CANCER EPIDEMIOLOGY, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

5. ENGINEER 'C' (CIVIL) (1-OBC)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)
Initial Pay	Rs. 56100/- Level -10, Cell 1
Age: Upper Age Limit as on 18/07/2024	35 Yrs.
Qualification & Experience:	Essential Qualification: Full time B.E. / B. Tech in Civil Engineering with First Class (4 years' after 12 th Std. or 3 years' after Diploma in Civil Engineering) from AICTE approved colleges / university. Essential Experience: Minimum 7 years post qualification experience in construction and / or maintenance of institutional buildings / complexes, quarters / residential buildings with exposure in estimation, budgeting, tendering, site supervision, quality assurances etc.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

6. ASSISTANT ADMINISTRATIVE OFFICER (1-OBC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 18/07/2024	40 years
Qualification & Experience:	<p>Essential Qualification: Graduate from a recognized University. Degree OR Diploma in Personnel Management/ Human Resource Management / Healthcare Management from a reputed Institution.</p> <p>Essential Experience: Experience in Administration / Establishment matters /Recruitment etc.</p> <p>Candidates working in the Government / Autonomous Body/PSUs: should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p>Candidates working in Private Sector: should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs.75492/- p.m. and above.</p> <p>Desirable Experience: Candidates well versed with Government procedures will be preferred.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

7. ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE) (1-SC, 1-OBC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 18/07/2024	40 years
Qualification & Experience:	<p>Essential Qualification: Graduate from a recognized University. Degree OR Diploma in Material Management from a reputed Institution.</p> <p>Essential Experience: Experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents etc. He/she should be well versed with customs clearance formalities, Purchase Information Systems and modern methods of Material Management.</p> <p>Candidates working in the Government / Autonomous Body/PSUs: should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p>Candidates working in Private Sector: should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs. 75492/- p.m. and above.</p> <p>Desirable Experience: Candidates well versed with Government procedures will be preferred.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

8. ASSISTANT ADMINISTRATIVE OFFICER (STORES) (1-UR)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 18/07/2024	40 years
Qualification & Experience:	<p>Essential Qualification: Graduate from a recognized University. Degree OR Diploma in Material Management from a reputed Institution.</p> <p>Essential Experience: Experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents and its storage etc. He/she should be well versed with customs clearance formalities, Stores Information Systems and modern methods of Material Management.</p> <p>Candidates working in the Government / Autonomous Body/PSUs: should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p>Candidates working in Private Sector: should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs. 75492/- p.m. and above.</p> <p>Desirable Experience: Candidates well versed with Government procedures will be preferred.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

9. SCIENTIFIC ASSISTANT 'B' (BIOMEDICAL) (1-OBC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	30 Yrs.
Qualification & Experience:	<p>Essential Qualification: Diploma (Biomedical / Medical Electronics)</p> <p>Essential Experience: 3 Years' experience out of which 1 year in hospital setup.</p> <p>Desirable Experience: A candidate desirous to work independently for in-house repairs/ maintenance/ calibration activity shall be preferred.</p>
Location	CENTRE FOR CANCER EPIDEMIOLOGY, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

10. SCIENTIFIC ASSISTANT 'B' (RADIATION ONCOLOGY) (1-ST)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	30 Yrs.
Qualification & Experience:	<p>Essential Qualification: B.Sc. (Physics) with minimum 50% marks and post graduate Diploma in Radiotherapy Technology from recognised institute/ University approved by AERB with minimum 1 year' experience in modern Radiotherapy Technology</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Radiotherapy Technology) – 3/4 years course from a recognised institute / university approved by AERB with 3 years' experience in modern Radiotherapy Technology.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

11. SCIENTIFIC ASSISTANT 'B' (NUCLEAR MEDICINE) (2-UR, 1-SC, 2-OBC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	30 Yrs.
Qualification & Experience:	<p>Essential Qualification: B.Sc. (Physics / Chemistry / Biology / Nuclear Medicine or equivalent) with PGDFIT / DMRIT, and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB. OR B. Sc. Nuclear Medicine Technology + PGDNMT (4 years integrated Program) and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB. OR B. Sc. Nuclear Medicine Technology (3 years) Program and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB with minimum 01-year experience post qualification is required in the relevant field. OR M.Sc. Nuclear Medicine Technology or Equivalent course in Nuclear Medicine Technology and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

12. SCIENTIFIC ASSISTANT 'B' (ANIMAL SCIENCES) (1-UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	30 Yrs.
Qualification & Experience:	<p>Educational Qualifications: (i) B.Sc. in Nuclear Medicine Technology with 50% marks. OR B.Sc. with 50% marks plus Diploma in Medical Radioisotope Technology (D.M.R.I.T.) OR (ii) B.Sc. in any branch of Biological Sciences with 50% marks.</p> <p>Essential Experience: For B.Sc. with Nuclear Medicine Technology- One-year experience in Nuclear Medicine. For B.Sc. plus Diploma in Medical Radioisotope Technology (D.M.R.I.T.) – One-year experience in Nuclear Medicine field. For B.Sc. in any branch of Biological Sciences – One-year experience in a Laboratory and animal handling.</p> <p>Desirable Experience: Experience in Research Laboratory and animal handling will be preferred. Candidates with experience in use of radioisotopes in imaging and bio-distribution studies, animal experimentation and Diploma in Medical Radioisotope Technology (D.M.R.I.T.) will be given preference.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

13. TECHNICIAN 'A' (PATHOLOGY) (1-SC)

Level of Pay in the Pay Matrix	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Initial Pay	Rs.19900/- Level 2, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	27 years
Qualification & Experience:	<p>Essential Qualification: 12th Std. in Science and Diploma of one year / 6 months in Medical Laboratory Technology from recognized institution.</p> <p>Essential Experience: 1-year experience in Laboratory of a large hospital.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

14. LOWER DIVISION CLERK (1-SC)

Level of Pay in the Pay Matrix	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Initial Pay	Rs.19900/- Level 2, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 18/07/2024	27 years
Qualification & Experience:	<p>Essential Qualification: Graduate from a recognized University. Candidate should have knowledge of Microsoft Office.</p> <p>Essential Experience: Candidates should have minimum 01-year work experience.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

GENERAL CONDITIONS:

1. a. Last date for online application is **18/07/2024** up to 05.30 p.m. (Indian Standard Time).
- b. Candidates must send their candidature through 'Online Application' only. Candidates will have to upload required documents mentioned in the form at the time of filling the Online Application.
- c. Candidates will be initially screened and called for Interview / Written Examination / Skill Test on the basis of information provided by them in the online application form.
- d. **Incomplete & Online Non-Submitted applications will be summarily rejected.**
- e. Candidates who would be called for Interview / Written Examination / Skill Test are required to carry original documents along with one set of copy in support of the details furnished in the online application form regarding date of birth, qualifications, experience, caste, disability certificate etc., failing which such applicants will not be allowed to appear for Interview / Written Examination / Skill Test.


i.	Date of Birth	Birth Certificate/School Leaving Certificate/S.S.C. passing certificate
ii.	Educational Qualification	Mark sheet & Passing Certificate of final examination
iii.	Experience Certificates	<p>Past Employment: Experience certificate indicating the date of joining and relieving</p> <p>Current Employment: Still working certificate, Last Pay Slip, Identity Card (having validity period).</p>
iv.	Caste Certificate	Valid Caste Certificate (in the format of Government of India), Caste Validity Certificate in case of SC/ST, Non-Creamy Layer Certificate in case of OBC candidates is mandatory. Formats are uploaded on TMC-ACTREC site.
v.	Economically Weaker Section (EWS)	Valid income certificate (in format of Government of India) is mandatory.
vi.	Persons with Disability	Physical Disability Certificate.
vii.	PwBD	Autism, Intellectual Disability, Specific Learning Disability & Mental illness with disability i.e. Specific Learning Disability (SLD)

- f. **Through Proper Channel** : Persons working under Central / State Government / Autonomous Body / Semi Government Organisations and other Public Sector Undertakings must obtain the permission from their Head of the Organisation to apply for the post & to produce the same at the time of Written Examination / Skill Test / Interview, failing which they shall not be allowed to appear for Written Examination / Skill Test / Interview.
- g. **Referees**: Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work.
- h. Tata Memorial Centre-ACTREC reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for Written Examination / Interview / Skill Test taking into account various factors like no. of vacancies, percentage of marks in Graduate /post Graduate Degrees etc. Tata Memorial Centre – ACTREC also reserves the right to fix minimum eligibility standard / cut-off marks (Group / Stream / Discipline / Category-wise etc.) while finalizing such candidates to be called for Written Examination / Skill Test / Interview as well as selecting the candidates for final selection after Written Examination / Skill Test / Interview. The decision of the Director, ACTREC in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates.
- i. Tata Memorial Centre-ACTREC reserves the right to restrict the number of candidates called for Written Examination / Skill Test / Interview to a reasonable limit, on the basis of qualifications and experience of the applicants. Mere fulfilling the prescribed qualifications will not entitle an applicant to be called for Written Examination / Skill Test / Interview.
- j. In case it is found at any stage of recruitment that the candidate does not fulfil the eligibility criteria and/or, the candidate has furnished any incorrect / false / incomplete information or has suppressed any material fact(s), his/her candidature will be cancelled. If any shortcoming is detected, even after appointment, the services of the candidate are liable to be terminated forthwith. Therefore, before applying for any post, the candidate should ensure that he/she fulfils all the eligibility criteria under the norms mentioned in the advertisement.

- k. Tata Memorial Centre-ACTREC also reserves the right not to call any candidates to appear for Written Examination / Skill Test / Interview without assigning any reason thereof.
- l. Canvassing in any form will disqualify the candidature.
2. Age & experience will be reckoned as on 18/07/2024. Experience will be reckoned post required qualifications.
3. Reservation of posts under various categories shall be applicable as per Govt. Rules.
4. For Inquiry: Candidates may email to query.jobs@actrec.gov.in No phone calls will be entertained.
5. Age Relaxation:
- (a) Upper age is relaxable for persons belonging to Reserved Categories such as SC/ST/OBC/PWD/Ex-servicemen & Other categories as per the instructions of Govt. of India as under:
- 05 Years : SC/ST
- 03 Years : OBC
- 10 Years : PWD [additional 5 years in case of SC/ST & 3 years in case of OBC]
- Ex-servicemen : Length of service in Armed forces plus 3 years (additional relaxation in case of SC/ST/OBC as per the instructions of Govt. of India.
- (b) If the post is only for unreserved category then age relaxation will not be applicable to reserved candidates.
- (c) Age relaxation maximum by 5 years for Tata Memorial Centre (TMC) employees and employees working in TMC on temporary basis / under project / on contract basis etc.
6. Application Fee :
- i. Candidate shall pay the application fee of Rs.300/- online using Debit Card / Credit Card
- ii. SC/ ST / Female Candidates / Persons with Disabilities / Ex-servicemen (1st time applying for civil post after serving any rank) are exempted from paying application fees.
- iii. The application fee paid will not be refunded under any circumstances.
7. Candidates may be offered a lower grade than what is advertised based on their relevant working experience, research track record and overall assessment at the time of interview and recommendation of the Selection Committee.
8. Benefits:

(a)	Allowances	In addition to pay, other allowances including DA, HRA, TA etc. will be admissible as per the prevailing rules of TMC.
(b)	Training & Development	All officers will be eligible for institutional financial support for active participation in National and International Medical Meetings, Workshops and Conferences after their probation is closed.
(c)	Medical Facility	Will be admissible as per the prevailing rules of TMC.
(d)	Accommodation	Residential accommodation will be provided subject to availability.
(e)	Retirement Benefits	All are eligible for retirement benefits and pension under the New Pension Scheme.

9. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, ACTREC, Navi Mumbai, Homi Bhabha Cancer Hospital, Sangrur, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Homi Bhabha Cancer Hospital & Research Centre, Vizag, Mahamana Pt. Madan Mohan Malviya Cancer Centre (BHU), Varanasi, Homi Bhabha Cancer Hospital, Varanasi, BBCI, Guwahati on the needs of the Units concerned as and when necessary.
10. India Citizens, Overseas Citizens of India (OCI) card holders and foreign nationals who fulfill the conditions of qualifications, experience etc. are eligible to apply. The appointment will be subject to necessary clearance/ approval as applicable.
11. **Transfer:** Selected candidates shall have to serve the respective location for minimum of 5 years before any request for transfer to other units of TMC. However, TMC management reserves the right to transfer any of the staff member.
12. The TMC-ACTREC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.
13. Non-Receipt of Application: Tata Memorial Centre-ACTREC does not take any responsibility for non-receipt of application through Online.
14. **Legal jurisdiction for any dispute will be at Mumbai.**


 (M. Y. Shaikh)
 Chief Administrative Officer,
 ACTREC