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TATA MEMORIAL HOSPITAL
MUMBAI

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Job Vacancy Detail

Adv No. : TMC/AD/108/2022
Advertisement Name : Full time positions available in Tata Memorial Hospital, Mumbai, Maharashtra; Homi Bhabha Cancer Hospital & Research Centre, Sangrur- Mullanpur, Punjab; Homi Bhabha Cancer Hospital & Research Centre, Vizag, Andhra Pradesh; Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur, Bihar; Mahamana Pandit Madan Mohan Malaviya Cancer Centre and Homi Bhabha Cancer Hospital & Research Centre, Varanasi, Uttar Pradesh
Start DateTime : 20-12-2022 To End DateTime : 10-01-2023

Description

**TATA MEMORIAL CENTRE
TATA MEMORIAL HOSPITAL, PAREL, MUMBAI**

AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA

Advt.No.TMC/AD/108/2022

15.12.2022

POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patient care, cancer prevention, cancer research and professional development for oncology and allied disciplines. TMC is an autonomous body funded and controlled by 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. TMC invites applications from eligible candidates of Indian nationality, who are keen to pursue a career in TMC. Full time positions available in Tata Memorial Hospital, Mumbai, Maharashtra; Homi Bhabha Cancer Hospital & Research Centre, Sangrur- Mullanpur, Punjab; Homi Bhabha Cancer Hospital & Research Centre, Vizag, Andhra Pradesh; Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur, Bihar; Mahamana Pandit Madan Mohan Malaviya Cancer Centre and Homi Bhabha Cancer Hospital & Research Centre, Varanasi, Uttar Pradesh.

“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

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| 1.) LOWER DIVISION CLERK | |
| No of Posts : 18 (UR-5; OBC-6; SC-3; ST-03; EWS-01) | |
| Level | Level-2 |
| Pay in Pay Matrix | Rs. 19,900/- (Level-2, Cell No.1) plus allowance as admissible. |
| Age :Upper Age limit as on : 10.01.2023 | Maximum 27 years |
| Educational Qualification | Graduate from a recognized University. MS-CIT or Computer Course of minimum 3 months duration in Microsoft Office. Candidates with Diploma or Degree in Computer or Information Technology are exempted from 3 months computer course. |
| Experience | Candidates should have minimum 01 year clerical work experience |
| Location | Tata Memorial Hospital, Parel, Mumbai. |

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| 2.) ATTENDANT | |
| No of Posts : 10 (UR-5; OBC-2; SC-1; EWS-1, VH-1) for HBCH & RC, Mullanpur, Punjab | |
| No of Posts : 10 (UR-5; OBC-2; SC-1; EWS-1, VH-1) for HBCH & RC, Vizag, Andhra Pradesh | |
| Level | Level - 1 |
| Pay in Pay Matrix | Rs. 18000/- (Level-1, Cell No.1) plus allowance as admissible. |
| Age :Upper Age limit as on : 10.01.2023 | Maximum 25 years |
| Educational Qualification | S.S.C or equivalent passed from recognized board. |
| Experience | Candidate should have minimum one year experience in Filing, Record Keeping, Dispatch Work, Operating Photocopy machine, helping in office work, Dusting and Cleaning etc. |

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| Location | 1.)Homi Bhabha Cancer Hospital & Research Centre, Mullanpur Punjab 2.)Homi Bhabha Cancer Hospital & Research Centre, Vizag,Andhra Pradesh |
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| 3.) TRADE HELPER | |
| No of Posts : 35 (UR-15; OBC-9; SC-5; ST-2; EWS-03, HH-1) for HBCH & RC, Mullanpur, Punjab | |
| No of Posts : 35 (UR-15; OBC-9; SC-5; ST-2; EWS-03, HH-1) for HBCH & RC, Vizag, Andhra Pradesh | |
| Level | Level - 1 |
| Pay in Pay Matrix | Rs. 18000/- (Level-1, Cell No.1) plus allowance as admissible. |
| Age :Upper Age limit as on : 10.01.2023 | Maximum 25 years |
| Educational Qualification | S.S.C or equivalent passed from recognized board. |
| Experience | Candidate should have minimum one year experience in maintenance, cleaning and upkeep of equipments in Operation Theatre / ICU / Diagnostics Services / Laboratory / Engineering etc. Miscellaneous Office work etc. |
| Location | 1.)Homi Bhabha Cancer Hospital & Research Centre, Mullanpur Punjab 2.)Homi Bhabha Cancer Hospital & Research Centre, Vizag,Andhra Pradesh |
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| 4.) NURSE 'A' | |
| No. of Posts : 122 (UR-40; OBC-37; SC-15; ST-21; EWS-09) for Tata Memorial Hospital, Mumbai | |
| No. of Posts: 90 (UR-41; SC-13; ST-03; OBC-24; EWS-09) for MPMCC- HBCH, Varanasi including HBCH & RC, Muzaffarpur | |
| Level | Level - 7 |
| Pay in Pay Matrix | Rs. 44,900/- (Level 7, Cell 1) plus allowances as applicable |
| Age :Upper Age limit as on : 10.01.2023 | Maximum 30 years |

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| Qualification & Experience | <p>General Nursing & Midwifery plus Diploma in Oncology Nursing with 01 year clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with 01 year clinical experience in minimum 50 bedded hospital.</p> <p>Clinical experience before post Basic B.Sc. shall also be considered.</p> <p>Candidates who have done Diploma in Nursing Oncology in TMC and served the entire bond period will be given relaxation in age by 5 years.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Hepatitis Vaccination should be completed. General Nursing & Midwifery & Basic or Post Basic B.Sc (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p> |
| Location | <p>1.)Tata Memorial Hospital, Parel, Mumbai.</p> <p>2) Mahamana Pandit Madan Mohan Malaviya Cancer Centre and Homi Bhabha Cancer Hospital& Research Centre, Varanasi, Uttar Pradesh.</p> <p>3.)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.</p> |

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| 5.) NURSE 'B' | |
| NO. OF POSTS: 30 (UR-14; OBC-08; SC-04; ST-02; EWS-02) for MPMCC- HBCH, Varanasi including HBCH & RC, Muzaffarpur | |
| Level | Level - 8 |
| Pay in Pay Matrix | Rs. 47,600/- (Level 8, Cell 1) plus allowances as applicable |
| Age :Upper Age limit as on : 10.01.2023 | Maximum 35 years |
| Qualification & Experience | <p>General Nursing & Midwifery plus Diploma in Oncology Nursing with minimum 06 years clinical experience in a 100 bedded hospital OR B.Sc.(Nursing) or Post Basic B.Sc.(Nursing) with minimum 06 years clinical experience in a 100 bedded hospital</p> <p>Clinical experience before post Basic B.Sc. shall also be considered.</p> <p>Preference will be given to candidates with administrative experience/ hospital administration course/ oncology experience.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Hepatitis Vaccination should be completed. General Nursing & Midwifery & Basic or Post Basic B.Sc (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p> |
| Location | <p>1.) Mahamana Pandit Madan Mohan Malaviya Cancer Centre and Homi Bhabha Cancer Hospital & Research Centre, Varanasi, Uttar Pradesh.</p> <p>2.)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.</p> |

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| 6.) NURSE 'C' | |
| No. of Posts : 50 (UR-22; OBC-13; SC-07; ST-03; EWS-05) for MPMCC- HBCH, Varanasi including HBCH & RC, Muzaffarpur | |
| No. of Posts :- 5 (UR-04; OBC-01) for HBCH & RC, Vizag, Andhra Pradesh | |
| Level | Level - 9 |
| Pay in Pay Matrix | Rs. 53,100/- (Level 9, Cell 1) plus allowances as applicable |
| Age :Upper Age limit as on : 10.01.2023 | Maximum 40 years |
| Qualification & Experience | <p>General Nursing & Midwifery plus Diploma in Oncology Nursing with minimum 12 years clinical experience in a 100 bedded hospital OR B.Sc. (Nursing) or Post Basic B.Sc.(Nursing) with minimum 12 years clinical experience in a 100 bedded hospital</p> <p>Clinical experience before post Basic B.Sc. shall also be considered.</p> <p>Preference will be given to candidates with administrative experience/ hospital administration course/ oncology experience.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Hepatitis Vaccination should be completed. General Nursing & Midwifery & Basic or Post Basic B.Sc (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p> |
| Location | <p>1.) Mahamana Pandit Madan Mohan Malaviya Cancer Centre and Homi Bhabha Cancer Hospital & Research Centre, Varanasi, Uttar Pradesh.</p> <p>2.)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.</p> <p>3) Homi Bhabha Cancer Hospital & Research Centre, Vizag, Andhra Pradesh</p> |

Note : Male candidates for Nursing posts shall be considered upto maximum 20% of posts available.

1. SELECTION PROCEDURE :

Selection Process will consist of Written Examination & Skill Test

A) Details of Written Examination & Skill Test for Lower division Clerk

i) **Written Examination:** will be of 100 Marks comprising of Descriptive and Multiple Choice Questions (MCQ). The passing marks will be 50 for Open / EWS category & 40 marks for SC / ST / OBC / PWD.

ii) **Skill Test :** Candidates who pass in Written Examination will be shortlisted for Skill Test. Only top candidates, in ratio of post, will be called for Skill Test. **It shall be at discretion of the Director, TMC to restrict the number of candidates per post.**

Skill Test will be for 50 marks. The passing marks will be 25 for all categories. Skill Test will be of qualifying nature only and marks obtained in it will not be considered for preparing the final merit list. However, if the candidate fails in the Skill Test, he /she will be disqualified. The final merit list for selection will be on the basis of marks obtained in the Written Examination.

iii) Syllabus For Written Examination & Skill Test for Lower division Clerk

The examination will be conducted in English language only.

(a) Written Examination Paper (100 Marks) : 3 Hours

PART A (50 Marks)

Multiple Choice Questions- 50 Questions 1 Mark each. No Negative Marks.

- **General English** Candidates understanding of the English language and its correct usage and writing ability will be tested.
- **General Knowledge / Current Affairs** :This part will consists of questions on candidate's general awareness of the environment around him and its application to the society, knowledge of current events, global awareness, sports, history, culture, geography, economic scene, science, political affairs national as well as international.
- **Arithmetic**: This component will cover questions on simplification, decimals, fractions, LCM, HCF, Ratio & Proportion, Percentage, Average, Discount, Simple & Compound interest, Mensuration, Time& Work etc.
- **General Intelligence and Logical Reasoning.**
- **Knowledge of Tata Memorial Centre**

PART B (50 Marks) : Descriptive

- Essay writing, Comprehension, Letter writing, Grammar

(b) SKILL TEST : Skill Test shall be of 50 marks, Passing marks is 25. The Skill Test shall be composed as follows:

| Sr. No. | Parameters | Marks | Duration in Minutes |
|---------|-------------------------------|-----------|---------------------|
| 1. | Computer Proficiency | 30 | 30 |
| 2. | Communication Aptitude | 20 | 15 |
| | Total Marks / Duration | 50 | 45 |

Details of Parameters are as follows:

- **Computer Proficiency**: This test estimates the computer proficiency. The questions will be pertaining to MS-Office, typing of letter / paragraph / passage in MS-Word, Creating Table in MS-Excel using formulae, One Power Point Presentation slide in MS-Power Point, composing and sending E-mail.
- **Communication Aptitude** : This examination is to examine ability to communicate, thought process and social skill. It will be based on day-today general affairs.

B) Details of Written Examination & Skill Test for Attendant & Trade Helper

The examination will be conducted in Hindi & English language only.

- Written Examination** : will be of 100 Marks comprising of Multiple Choice Questions (MCQ). The passing marks will be 50 for Open / EWS category & 40 marks for SC / ST / OBC / PWD.
- Skill Test** : Candidates who pass in Written Examination will be shortlisted for Skill Test. Only top candidates, in ratio of post, will be called for Skill Test. **It shall be at discretion of the Director, TMC to restrict the number of candidates per post.**

Skill Test will be for 50 marks. The passing marks will be 25 for all categories. Skill Test will be of qualifying nature only and marks obtained in it, will not be considered for preparing the final merit list. However, if the candidate fails in the Skill Test, he /she will be disqualified. The final merit list for selection will be on the basis of marks obtained in the Written Examination.

iii)Syllabus for Written Examination & Skill Test for Attendant & Trade Helper

(a) Written Examination Paper (100 Marks) : 1 Hour**Multiple Choice Questions - 50 Questions 2 Marks each. No Negative Marks.**

Question paper pattern shall be common for Attendant & Trade Helper

- **Basic English** Candidates understanding of the English language and its correct usage.
- **General Knowledge / Current Affairs** : This part will consists of questions on candidate' s general awareness of the environment around him and its application to the society, knowledge of current events, global awareness, sports, history, culture, geography, economic scene, science, political affairs national as well as international.
- **Basic Mathematics** : Addition, Subtraction, Multiplication, Division, Average, percentage etc.

(b) Skill Test for Attendant : shall be of 50 marks, Passing marks is 25. The Skill Test shall comprise of Filing, Record Keeping, Dispatch Work, Operating photocopy machine, Office work, Dusting and Cleaning etc.**(c) Skill Test for Trade Helper** : shall be of 50 marks, Passing marks is 25. The Skill Test shall comprise of work related to maintenance, cleaning and upkeep of equipment in Operation Theatre / ICU / Diagnostics Services / Laboratory / Engineering / Office areas etc.**C) Details of Written Examination & Skill Test for Nurse `A`, Nurse `B` & Nurse `C`****i) Written Examination** : will be of 100 Marks comprising of Descriptive and Multiple Choice Questions (MCQ). The passing marks will be 50 for Open / EWS category & 40 marks for SC / ST / OBC / PWD.**ii) Skill Test** :Candidates who pass in Written Examination will be shortlisted for Skill Test. Only top candidates, in ratio of post, will be called for Skill Test. **It shall be at discretion of the Director, TMC to restrict the number of candidates per post.**

Skill Test will be for 50 marks. The passing marks will be 25 for all categories. Skill Test will be of qualifying nature only and marks obtained in it, will not be considered for preparing the final merit list. However, if the candidate fails in the Skill Test, he /she will be disqualified. The final merit list for selection will be on the basis of marks obtained in the Written Examination.

iii) Syllabus for Written Examination& Skill Test for Nurse `A`, Nurse `B` & Nurse `C`

The examination will be conducted in English language only.

(a) Written Examination Paper (100 Marks) : 1 Hour**Multiple Choice Questions - 50 Questions 2 Marks each. No Negative Marks.****Nurse `A`** : General Knowledge, General Nursing, Nursing Mathematics, English, Oncology.**Nurse `B`** :General Knowledge, General Nursing, Nursing Mathematics, English, Oncology, Psychology & Nursing communication skills.**Nurse `C`** : General Knowledge, General Nursing, Nursing Mathematics, English, Oncology, Psychology & Nursing communication skills, Nursing Management, Disaster preparedness / Management in Hospital.**(b) Skill Test** : shall be of 50 marks, Passing marks is 25. The Skill Test shall comprise of Nursing Procedure, Knowledge of drugs, Situational critical thinking, Identification of Equipment / Article / Machine.**2. SELECTION OF CANDIDATES**

- The marks obtained in written examination shall be taken into consideration for ranking merit list.
- In cases where more than one candidate secures the equal marks in written examination, tie will be resolved by applying the following methods one after another:
 - Marks obtained in Skill Test.

- (ii) Date of birth, with older candidates placed higher.
 - (iii) Alphabetical order in which names of the candidates appear.
- (iii). Preparation and operation of waitlist
- (a) The waitlist shall be operated only in the event of occurrence of a vacancy caused by non-joining of the candidate from the select list within the stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time.

GENERAL CONDITIONS :

1. (a) Last date for online application is 10.01.2023 upto 05.30 p.m. (Indian Standard Time).

(b) Candidates must send in 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 alongwith 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** :

- Past Employment : Experience certificate indicating the date of joining and relieving.
- Current Employment : Appointment letter , last Pay Slip, Identity Card.

(iv) **Caste Certificate** : Valid Caste Certificate (in the format of Government of India), Caste Validity Certificate in case of ST, Non Creamy Layer Certificate in case of OBC candidates is mandatory. Formats are uploaded on TMC website.

(v) **Economically Weaker section (EWS)** :Valid income certificate (in format of Government of India) is mandatory.

(vi) **Persons with Disability** : Physical Disability Certificate

(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 Interview / Written Examination / Skill Test.

(g) Tata Memorial Centre 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 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 test / Interview / Skill test as well as selecting the candidates for final selection after Written test / Interview / Skill test. The decision of the Director, Tata Memorial Centre in this regard shall be final and binding and no correspondence in this regard will be entertained with the candidates.

- (h) Tata Memorial Centre reserves the right to restrict the number of candidates called for the Written Examination / Interview / Skill test 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 test / Interview / Skill test.
- (i) In case it is found at any stage of recruitment that the candidate does not fulfill 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 fulfills all the eligibility criteria under the norms mentioned in the advertisement.
- (j) Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Interview / Skill test without assigning any reason there of.
- (k) Canvassing in any form will disqualify the candidature.

2. Age & experience will be reckoned as on 10.01.2023. 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 hrdrecruitment@tmc.gov.in (mailto:hrdrecruitment@tmc.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) Age relaxation maximum by 5 years for 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. **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.

8. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, Mumbai, 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 Maliviya Cancer Centre(BHU),Varanasi, Homi Bhabha Cancer Hospital & Research Centre, Varanasi, BBCL, Guwahati) on the needs of the Units concerned as and when necessary.
9. **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.
10. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.
11. **Non Receipt of Application** : Tata Memorial Centre does not take any responsibility for non receipt of application through Online.
12. **Legal jurisdiction for any dispute will be as follows :**
 - Mumbai : Tata Memorial Hospital
 - Varanasi : MPMMCC/HBCH & RC, Varanasi
 - Varanasi : HBCH & RC, Muzaffarpur
 - Vizag : HBCH & RC, Vizag, Andhra Pradesh
 - Chandigarh : HBCH & RC, Mullanpur, Punjab

(BENNY GEORGE)
HRD OFFICER

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| CLICK HERE TO LOGIN APPLICATION (https://tmc.gov.in/NonMedical/frm_Login.aspx) |

Files

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| Downloadable Files |
| FINAL ADVT 108 2022 (https://tmc.gov.in/m_events/Upload/19122022_8/FINAL ADVT 108 2022.pdf) |

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 National portal of India (<https://india.gov.in/>)

 National Voter's Service Portal (<http://www.nvsp.in/>)

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