



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
Sector – 22, Kharghar, Navi Mumbai 410 210
Tel. No. 91-22-268735000 Email : recruitment@actrec.gov.in
Website: www.actrec.gov.in



(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

Advertisement No. : ACTREC/ADVT-A-3/2023

May 17, 2023

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. MEDICAL PHYSICIST 'E' (3-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
Upper Age Limit as on 16/06/2023	45 Yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC OR Equivalent AERB approved qualifications with 10 years' experience in advanced computerized treatment planning systems and other state-of-the-art technology.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2. MEDICAL PHYSICIST 'C' (1-SC)

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 + Allowances Applicable
Age : Upper Age Limit as on 16/06/2023	35 Yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics or Equivalent AERB approved qualifications. Certification of Radiological Safety Officer from AERB with 1 year' clinical experience as Medical Physicist with state of art technology. Computer programming skills in C++, MATLAB, Python etc. is desirable.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

3. ASSISTANT NURSING SUPERINTENDENT (1-UR)

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 + Allowances applicable.
Age : Upper Age Limit as on 16/06/2023	45 Yrs.
Qualification & Experience :	M. Sc. (Nursing) OR B. Sc (Nursing)/ Post Basic B. Sc. (Nursing) OR General Nursing & Midwifery plus Diploma in Oncology Nursing. Qualification must be from recognized university. 15 years' experience out of which 10 years should Clinical experience in a 100 bedded hospital Preference will be given to candidates having administrative experience.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

4. SCIENTIFIC ASSISTANT B (CANCER CYTOGENETICS LABORATORY) (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 16/06/2023	30 Yrs.
Qualification & Experience :	B.Sc. in Medical Laboratory Technology with 50% marks with 2 year's experience in Medical Laboratory OR B.Sc. in (Biochemistry / Chemistry / Botany / Zoology / Life Sciences) with 50% marks and Degree or Diploma in Medical Laboratory Technology from Government recognised Institute (DMLT) with 01 year' experience in Medical Laboratory is essential. Preference will be given to candidates having experience in Cancer Cyto genetic Laboratory.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

5. PHARMACIST 'B' (1-UR)

Level of Pay in the Pay Matrix	Level 5 (Pre-revised PB 1, Rs.5200-20200 + GP 2800/-)
Initial Pay	Rs. 29200 /- Level -5, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 16/06/2023	30 yrs.
Qualification & Experience :	B. Pharm with minimum 1 year' experience OR D. Pharm with minimum 3 years' experience. Experience in Dispensary / Pharmacy of the Hospital having minimum 200 beds. Registration with State Pharmacy Council with duly allotted Registration Number is mandatory. Experience of working on computerized system desirable. Candidate should be prepared to work in shift duties, including night shift.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

GENERAL CONDITIONS :

1. a. Last date for online application is **16/06/2023** 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	:	Past Employment : Experience certificate indicating the date of joining and relieving Current Employment : Still working certificate, Last Pay Slip, Identity Card (having validity period).
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)

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- 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 16/06/2023. 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 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, BCCI, Guwahati on the needs of the Units concerned as and when necessary.
10. 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.
11. The TMC-ACTREC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.
12. Non Receipt of Application : Tata Memorial Centre-ACTREC does not take any responsibility for non-receipt of application through Online.
13. Legal jurisdiction for any dispute will be at Mumbai.


(M. Y. Shalkh)
Sr. Administrative Officer,
ACTREC