



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
Sector – 22, Kharghar, Navi Mumbai 410 210
Tel. No. 91-22-27405000 Email : recruitment@actrec.gov.in
Website: <https://actrec.gov.in>



No. ACTREC/ADVT-A-5/2024

Date: 07/02/2024

POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patients 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 'D' (NUCLEAR MEDICINE) (RADIATION SAFETY OFFICER LEVEL III) (1-UR)

Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB3, Rs.15600-39100+ GP Rs.6600/-)
Initial Pay	Rs.67700/- Level -11, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	40 years
Qualification & Experience:	Educational Qualifications: M.Sc. plus D.M.R.I.T. / P.G.D.F.I.T. or M.Sc. Nuclear Medicine Must passed the RSO II & RSO-III (high dose therapy) exam of RPAD//AERB Essential Experience: Minimum 7 years of experience post PGDFIT / DMRT / M.Sc. Nuclear Medicine in Clinical Nuclear Medicine Department. If at the time of PGDFIT/DMRT, the candidate was possessing only a B.Sc. degree, the experience required post M.Sc. degree will be minimum 7 years in Clinical Nuclear Medicine Department. (experience prior to M.Sc. degree will not be considered). Certificate of RSO Level III (high dose therapy) of Nuclear Medicine is MANDATORY.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2) MEDICAL PHYSICIST 'C' (1-UR, 1-SC)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP Rs.5400/-)
Initial Pay	Rs.56100/- Level -10, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/03/2024	35 years
Qualification & Experience:	Educational Qualifications: M.Sc. (Physics) and Diploma in Radiological Physics or Equivalent AERB approved qualifications. Certification of Radiological Safety Officer from AERB. Essential Experience: 1 year's clinical experience as Medical Physicist with state of art technology. Desirable Experience: Computer programming skills in C++, MATLAB, Python etc. is desirable.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

3) ENGINEER 'C' (MECHANICAL) (1-UR)

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP Rs.5400/-)
Initial Pay	Rs.56100/- Level -10, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/03/2024	35 years
Qualification & Experience:	<p>Educational Qualifications: Full time B.E./ B. Tech. in Mechanical Engineering in first class (4 years' after 12th Std. or 3 years' after Diploma in Mechanical Engineering) from AICTE approved college / University.</p> <p>Essential Experience: Minimum 7 years of post-qualification experience in the field of Mechanical maintenance work, HVAC, Firefighting etc. in Hospital / Institutional / Commercial complex / Industry.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

4) SCIENTIFIC OFFICER 'SB' (TRANSLATIONAL RESEARCH LABORATORY) (1-UR)

Level of Pay in the Pay Matrix	Level 8 (Pre-revised PB-2, Rs.9300-34800+ GP Rs.4800/-)
Initial Pay	Rs.47600/- Level - 8, Cell 1 + Allowances applicable.
Age : Upper Age Limit as on 07/03/2024	35 years
Qualification & Experience:	<p>Educational Qualifications: M. Sc. in Life Sciences with 60% marks.</p> <p>Essential Experience: One year post M.Sc. experience in immunofluorescence technique and related analytical tools like GraphPad Prism, ImageJ and Python. The candidate should be very well versed with all computer related applications, MS Office and literature search.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

5) NURSE 'A' (1 – PWD)

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800+ GP Rs.4600/-)
Initial Pay	Rs.44900/- Level -7, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 07/03/2024	30 years
Qualification & Experience:	<p>Educational Qualifications: General Nursing & Midwifery plus Diploma in Oncology Nursing OR Basic or Post Basic B.Sc. (Nursing). Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. 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. General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p> <p>Essential Experience: 1 year's clinical experience in a 50 bedded hospital. Hepatitis B vaccination to be completed. Clinical experience before Post Basic B.Sc. shall also be considered.</p> <p>Working pattern will be 6 days in a week.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

6) NURSE 'A' FEMALE (1-UR, 8-ST, 3-PWD, 13-EWS)

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800+ GP Rs.4600/-)
Initial Pay	Rs.44900/- Level -7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 07/03/2024	30 years
Qualification & Experience:	<p>Educational Qualifications: General Nursing & Midwifery plus Diploma in Oncology Nursing OR Basic or Post Basic B.Sc. (Nursing). Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. 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. General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p> <p>Essential Experience: 1 year's clinical experience in a 50 bedded hospital. Hepatitis B vaccination to be completed. Clinical experience before Post Basic B.Sc. shall also be considered.</p> <p>Working pattern will be 6 days in a week.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

7) SCIENTIFIC ASSISTANT 'B' (DIGITAL IMAGING FACILITY and BIOPHYSICS) (1-UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB-2 Rs.9300 -34800 + GP Rs.4200/-)
Initial Pay	Rs.35400/- Level - 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 07/03/2024	30 years
Qualification & Experience	<p>Educational Qualifications: Candidates with a Bachelor's degree (B.Sc., B.Tech. or B.E) in Life Sciences, Biochemistry, Biophysics, Biotechnology, or Physical Chemistry (with Biophysics / Biochemistry / Cell Biology as one of the subjects) with 50 % marks.</p> <p>Essential Experience: Two (02) years of experience in handling optical instruments such as CD, Fluorimeter, ITC, DLS, etc. or Microscopes such as the Fluorescence and Confocal microscope.</p> <p>Desirable Experience: Expertise in performing basic biophysical studies or cell imaging and data analyses will be preferred. Knowledge of Photoshop, Image J and other data analysis software such as Excel, Origin, etc. is expected. Coding experience in MATLAB and Java is desirable. Should be adept in learning new techniques and handling new instruments.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

8) SCIENTIFIC ASSISTANT 'B' (ANIMAL SCIENCES) (1-UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP Rs.4200/-)
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 07/03/2024	30 years
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

9) SCIENTIFIC ASSISTANT 'B' (NUCLEAR MEDICINE) (2-UR, 1-OBC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP Rs.4200/-)
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	30 years
Qualification & Experience :	<p>Educational Qualifications & Essential Experience: 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

10) STENOGRAPHER (1-UR)

Level of Pay in the Pay Matrix	Level 4 (Pre-revised PB-1, Rs.5200-20200 + GP Rs.2400/-)
Initial Pay	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	27 years
Qualification & Experience :	<p>Educational Qualifications: Graduate from a recognized university. Course in Short Hand with speed of 80 w.p.m. and Typewriting @ 40 w.p.m. respectively. Computer course of minimum 03 months duration in Microsoft Office. Candidates with Diploma or Degree in Computer or Information Technology are exempted from 03 months computer course.</p> <p>Essential Experience: Minimum one year Secretarial experience in a reputed organization is essential.</p> <p>Desirable Experience: Preference will be given to candidates having Diploma in Secretarial Courses.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

11) TECHNICIAN 'B' (HISTOLOGY) (1-OBC)

Level of Pay in the Pay Matrix	Level 3 (Pre-revised PB-1, Rs.5200-20200 + GP Rs.2000/-)
Initial Pay	Rs.21,700 Level - 3, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	27 years
Qualification & Experience :	<p>Educational Qualifications: 12th Std. Science / CMLT passed from recognized institute and DMLT (Full time regular course) from the institute recognized by Department of Technical Education or State Board for Technical Education.</p> <p>Essential Experience: Minimum 02 years' experience of Histopathology Techniques (Tissue processing, Cutting and Staining etc.) after DMLT in a modern diagnostic laboratory.</p> <p>Desirable Experience: Experience in automation, quality control, accreditation and basic knowledge of computers is preferable.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

12) TECHNICIAN 'A' (CRI LABS) (2 -UR)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP Rs.1900/-)
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	27 years
Qualification & Experience :	<p>Educational Qualifications: H.S.C. in Science from recognized Institute.</p> <p>Essential Experience: 1 Year experience in handling day to day activities of Biology Research Laboratory. Knowledge of Glassware cleaning, cleaning of laboratory equipment's and areas. He / She should be able to help with buffer preparation and reagents as and when required.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

13) TECHNICIAN 'A' (CARPENTER) (1-SC)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP Rs.1900/-)
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	27 years
Qualification & Experience :	<p>Educational Qualifications: S.S.C. plus I.T.I. (Carpenter) full time course from Government recognized Institute</p> <p>Essential Experience: 3 years' experience after I.T.I. or 2 years' after I.T.I. plus N.C.T.V.T. in Carpentry maintenance works in hospital / Institutional /Commercial / Residential buildings.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

14) TECHNICIAN 'A' (PHOTOGRAPHY) (1-UR)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP Rs.1900/-)
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/03/2024	27 years
Qualification & Experience :	<p>Educational Qualifications: 12th Std (in any stream) and Diploma of one year in Commercial Arts from Government recognized Institute</p> <p>Essential Experience: 3 years' experience in Clinical Photography and digital studio Photography – indoor & outdoor. The candidate should have knowledge of operating high-end scanner for transparency, x-ray sheets, colour correction. Handling of NXCAM Digital video camcorder and editing of the video, knowledge of photo and video working in operation theatres. He should be able to work on Desktop publishing software such as Indesign, Adobe photoshop & Illustrator, page lay outing job in design for various reports is must.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

15) LOWER DIVISION CLERK (1-ST, 1-PWD, 1-EWS)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB-1, Rs.5200-20200+ GP Rs.1900/-)
Initial Pay	Rs.19900/- Level -2, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/03/2024	27 years
Qualification & Experience:	<p>Educational Qualifications: Graduate from a recognized university. Knowledge of Microsoft Office.</p> <p>Essential Experience: Candidates should have minimum 01-year clerical work experience.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

GENERAL CONDITIONS:

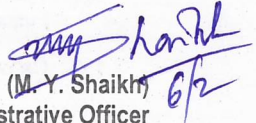
1. a. Last date for online application is 07/03/2024 up to 05.30 p.m. (Indian Standard Time).
- b. Candidates must send their candidature through 'Online Application' only. Candidates will have to upload required documents mentioned in the form at the time of filling the Online Application.

- 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 xerox 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)
- 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 candidate's 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 07/03/2024. 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, BCCI, 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