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: www.actrec.gov.in
(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

No. ACTREC/ADVT-A-2/2022

February 09, 2022

## 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 'E' (CLINICAL NEUROPHYSIOLOGIST) (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 last date of online application | 45 Yrs. |
| Qualification & Experience : | M.D. Medicine or M.D. Physiology or Ph.D. in Neurophysiology or equivalent with minimum 03 years' experience after M.D. or 4 years after Ph.D. in intra-operative Neuro-Physiological monitoring. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

### 2) SCIENTIFIC OFFICER 'D' (BIOINFORMATICS) ( 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 last date of online application | 40 Yrs. |
| Qualification & Experience : | Ph.D. (with minimum 1 year experience) in Computational Biology / Bioinformatics / Computer Science.<br>1. Proven proficiency in one or more programming languages such as Python or Perl or Java or R is required. (a link of code on github or equivalent is required with your application)<br>2. Proficiency with UNIX environment and bash scripting is required and proficiency with relational databases is desirable<br><br>Candidates with M.Sc. and experience in field of next-generation sequencing based analytics may be considered at a lower grade. However, candidates should fulfil criteria given at Sr. No. 1 and 2.<br><br>The candidate should be able to design and implement analytical solutions in clinical diagnostics, analyze large-scale genomic data, work in the cloud computing environment and develop computational pipelines to support continued expansions of next-generation sequencing (NGS) methods. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |



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### 3) SCIENTIFIC OFFICER 'D' (NUCLEAR MEDICINE) (RADIATION SAFETY OFFICER LEVEL III) (2 - 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 last date of online application | 40 Yrs. |
| Qualification & Experience : | 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. A Minimum of 7 years of experience post PGDFIT / DMRIT / M.Sc Nucl Med. is required. Certificate of RSO level III of Nuclear Medicine will be required for consideration of RSO level III Nuclear Medicine in Grade E and 7 years for Grade D. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

### 4) SCIENTIFIC OFFICER 'D' (CENTRE FOR CANCER EPIDEMIOLOGY) (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 last date of online application | 40 Yrs. |
| Qualification & Experience : | Post-graduate in Biology / BAMS /BHMS / BDS from a recognized university.<br>P.G. Diploma in Clinical Research may be desirable.<br>Total 3 years' experience in a Cancer Registry / Cancer Hospital / Public Healthcare is essential.<br>Experience in Managerial Level will be preferable. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

### 5) ASSISTANT ACCOUNTS OFFICER (1-OBC, 1-SC)

| | |
|---|---|
| Level of Pay in the Pay Matrix | Level 7 (Pre-revised PB 2, Rs.9300-34800+ GP 4600/-) |
| Initial Pay | Rs.44900 /- Level -7, Cell 1 + Allowances Applicable |
| Age : Upper Age Limit as on last date of online application | 35 Yrs. |
| Qualification & Experience : | ICWAI/CA/MBA (Finance) / Post Graduate in Commerce or passed SAS or equivalent examination.<br>Experience in the Accountant Department dealing with Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. is essential.<br>Candidates with CA/ICWA qualification should have 3 years' experience.<br>Candidates with MBA (Finance), SAS or equivalent examination or Post Graduate in Commerce should have 5 years' experience.<br>Candidates working in the Government / Autonomous Body / PSUs in the Accounts Department should have 10 years' experience, out of which immediate preceding 3 years or more should have been in the Pay Matrix Level-6 (Pre-revised Grade Pay Rs.4200/-) or equivalent.<br>Candidates working in private sector in the Accounts Department should have 10 years' experience, out of which immediate preceding 3 years or more should be holding a managerial position, drawing a gross salary of not less than Rs.61,000/- p.m. and above (Amount to be calculated of Gross Salary of Grade Pay Rs.4200/- at the time of advertisement)<br>Candidates well versed with government procedures will be preferred. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |



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## 6) ASSISTANT PURCHASE OFFICER (1-UR, 1-OBC, 1-SC)

| | |
|---|---|
| Level of Pay in the Pay Matrix | Level 7 (Pre-revised PB 2, Rs.9300-34800+ GP 4600/-) |
| Initial Pay | Rs.44900 /- Level -7, Cell 1 + Allowances Applicable |
| Age : Upper Age Limit as on last date of online application | 35 Yrs. |
| Qualification & Experience : | Graduate from a recognized University. Post Graduate Degree/Diploma in Material Management from a reputed institution.<br>The candidates should have 10 years' 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 / Stores Information Systems and modern methods of Material Management.<br>Candidates working in Government / Autonomous Body/PSUs in the Purchase/Stores Department should have 10 years' experience, out of which immediate preceding 3 years or more should have been in the Pay Matrix Level-6 (Pre-revised Grade Pay Rs.4200/-) or equivalent.<br>Candidates working in private sector in the Purchase/Stores Department should have 10 years' experience, out of which immediate preceding 3 years or more should be holding a managerial position, drawing a gross salary of not less than Rs.61,000/- p.m. and above (Amount to be calculated of Gross Salary of Grade Pay Rs.4200/- at the time of advertisement).<br>Candidates well versed with Government procedures will be preferred. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

## 7) NURSE 'A' FEMALE (8-UR, 5-OBC, 5-SC, 10-ST, 3-PWD, 13-EWS)

| | |
|---|---|
| Level of Pay in the Pay Matrix | Level 7 (Pre-revised PB2, Rs.9300-34800+ GP 4600/-) |
| Initial Pay | Rs. 44900/- Level -7, Cell 1 + Allowances Applicable |
| Age : Upper Age Limit as on last date of online application | 30 Yrs. |
| Qualification & Experience : | General Nursing & Midwifery plus Diploma in Oncology Nursing OR Basic or Post Basic B.Sc.(Nursing)<br>1 years' clinical experience in minimum 50 bedded hospital.<br>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council.<br>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.<br>Hepatitis Vaccination should be completed.<br>Working pattern will be 6 days a week.<br>General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.<br>Clinical experience before Post Basic B.Sc will be considerable |
| **LOCATION** | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |



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## 8) NURSE 'A' (1-UR, 1-OBC, 3-EWS)

| | |
|---|---|
| Level of Pay in the Pay Matrix | Level 7 (Pre-revised PB2, Rs.9300-34800+ GP 4600/-) |
| Initial Pay | Rs. 44900/- Level -7, Cell 1 + Allowances Applicable |
| Age : Upper Age Limit as on last date of online application | 30 Yrs. |
| Qualification & Experience : | General Nursing & Midwifery plus Diploma in Oncology Nursing OR Basic or Post Basic B.Sc.(Nursing)<br>1 years' clinical experience in minimum 50 bedded hospital.<br>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council.<br>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.<br>Hepatitis Vaccination should be completed.<br>Working pattern will be 6 days a week.<br>General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.<br>Clinical experience before Post Basic B.Sc will be considerable |
| **LOCATION** | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

## 9) SCIENTIFIC ASSISTANT 'B' (BIO-MEDICAL) (2 – 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 07/08/2020 | 30 Yrs. |
| Qualification & Experience : | B.E. / B. Tech (Biomedical) with 2 years of experience in total of which one year in hospital setup. A candidate desirous to work independently for in-house repairs / maintenance / calibration activity shall be preferred. |
| **LOCATION** | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

## 10) SCIENTIFIC ASSISTANT 'B' (NUCLEAR MEDICINE) (3-UR, 2-OBC, 1-SC)

| | |
|---|---|
| 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 last date of online application | 30 Yrs. |
| Qualification & Experience : | B.Sc. + DMRIT / PGDFIT and passed the RSO exam of RPAD / AERB with minimum one year experience in PET / CECT and hybrid imaging. Candidates with M.Sc. Nuclear medicine qualification can also apply. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |



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## 11) ASSISTANT SECURITY OFFICER (4-UR, 2-OBC)

<table>
<tr><td>Level of Pay in the Pay Matrix</td><td>Level 6 (Pre-revised PB-2 , Rs.9300-34800+ GP 4200/-)</td></tr>
<tr><td>Initial Pay</td><td>Rs. 35400 /- Level-6, Cell 1 + Allowances Applicable</td></tr>
<tr><td>Age : Upper Age Limit as on last date of online application</td><td>Maximum of 30 yrs<br><br>Note: Ex-servicemen who were discharged or retired from the Arm Force during the last 3 years shall only be eligible to apply.</td></tr>
<tr><td>Educational and other qualifications</td><td>a) Educational Qualification :<br><br>1. Ex Servicemen / Personnel served in Para Military Forces/ Police Force who have rendered minimum 15 years of service and should be of the rank of Ex Havaldar or above or equivalent rank in Police / Central Para Military Forces. Should possess educational qualification equivalent to graduation certificate from Armed Forces or from any recognized university.<br><br>2. For Civilian Candidates – Graduation from a recognized University and should be in possession of NCC 'C' certificate with work experience of minimum 5 years as Security Officer / Security Supervisor / Security Assistant in a large Civil Organization / Hotel / Hospital / Airport with good Public Relations qualities.<br><br>b) <u>Minimum Height :</u><br><br>
<table>
<tr><th>Sr. No.</th><th>Category</th><th>Height in cms.</th></tr>
<tr><td>1.</td><td>General</td><td>167</td></tr>
<tr><td>2.</td><td>Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras,Marathas,Kashmir Valley,Leh & Ladakh regions of J&K, North Eastern States and Sikkim.</td><td>165</td></tr>
<tr><td>3.</td><td>Candidates belonging to ST</td><td>162.5</td></tr>
</table>
c) <u>Chest :</u><br><br>
<table>
<tr><th rowspan="2">Sr. No.</th><th rowspan="2">Category</th><th colspan="2">In cms.</th></tr>
<tr><th>Unexpanded</th><th>Expanded</th></tr>
<tr><td>1.</td><td>General</td><td>80</td><td>85</td></tr>
<tr><td>2.</td><td>Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras,Marathas,Kashmir Valley,Leh & Ladakh regions of J&K, North Eastern States and Sikkim.</td><td>80</td><td>85</td></tr>
<tr><td>3.</td><td>Candidates belonging to ST</td><td>77</td><td>82</td></tr>
</table>
d) Should possess valid driving license for LMV and Two wheelers.</td></tr>
<tr><td>Location</td><td>ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI</td></tr>
</table>



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## 12) LOWER DIVISION CLERK ( 5-UR, 4-OBC, 1-SC, 1-ST, 1-PWD, 1-EWS )

| | |
|---|---|
| Level of Pay in the Pay Matrix | Level 2 (Pre-revised PB-1, Rs.5200-20200+ GP 1900/-) |
| Initial Pay | Rs.19900/- Level -2, Cell 1 + Allowances Applicable |
| Age : Upper Age Limit as on last date of online application | 27 Yrs. |
| Qualification & Experience : | Graduate from a recognized university. 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.<br>Candidates should have minimum 01 year clerical work experience. |
| Location | **ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI** |

**GENERAL CONDITIONS :**

1. (a) Last date for online application is 08/03/2022 upto 05.30 p.m. (Indian Standard Time).

   (b) Candidates must send in their candidature through **"Online Application"** only.

   (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 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 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.

   (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.



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(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 08/03/2022. Experience will be reckoned post require qualifications.

3. Reservation of posts under various categories shall be applicable as per Govt. Rules.

4. For Inquiry :Candidates may email to recruitment@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) 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 time.

8. Benefits :

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|---|---|---|---|
| (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. |



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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. 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. Shaikh)**
**Sr. Administrative Officer**



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