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December 25, 2024

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' (ELECTRON MICROSCOPY FACILITY) (1-UR)

Level of Pay in the Pay Matrix	Level-12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Initial Pay	Rs. 78800/- Level-12, Cell-1 + Allowances Applicable
Age: Upper Age Limit as on 24/01/2025	45 years
Qualification & Experience:	<p>Educational Qualifications: Ph.D. in the area of Life Sciences/ Chemical Sciences/ Physical Sciences or interdisciplinary areas.</p> <p>Essential Experience : Research experience in electron microscopy and its application in biology for a minimum of four (04) years after Ph.D. out of which two (02) years of experience should be in managing the Electron Microscopy Facility in a Research Institute/ R and D.</p> <p>Desirable Experience : Operational optimization experience of TEM for life science applications such as biomedical materials, nanomaterials structural biology or cell biology imaging and analysis. Experience with Semi-thin and ultra-thin sectioning using ultra-microtome. Providing training to the students and other researchers for the use of Electron Microscopy facility for research projects. Leadership qualities and co-ordination skills.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2. NURSE 'A' (1 – OH)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs.44900/- Level -7, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 24/01/2025	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' clinical experience in a 50 bedded hospital. Hepatitis B vaccination to be completed. Clinical experience before Post Basic B.Sc. shall also be considered. Working pattern will be 6 days in a week.</p>
Location	ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai

3. NURSE 'A' (FEMALE) (2-UR, 1- OH)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs.44900/- Level -7, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 24/01/2025	30 years
Qualification & Experience:	<p>Educational Qualifications: General Nursing & Midwifery plus Diploma in Oncology Nursing OR Basic or Post Basic B.Sc. (Nursing).</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council.</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>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.</p> <p>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

4. ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE) (1-SC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 24/01/2025	40 years
Qualification & Experience:	<p>Educational Qualifications: 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. 70290/- 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

5. 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 24/01/2025	40 years
Qualification & Experience:	<p>Educational Qualifications: 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.70290/- 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

6. 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 + 4200 GP]
Initial Pay	Rs.35400/- Level - 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 24/01/2025	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

7. SCIENTIFIC ASSISTANT 'B' (DENTAL & PROSTHETICS SURGERY MECHANIC) (1-UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2 Rs.9300-34800 + 4200 GP]
Initial Pay	Rs.35400/- Level - 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 24/01/2025	30 years
Qualification & Experience:	<p>Educational Qualifications: B.Sc. (any subject) from a recognized University with minimum 50% marks AND Certificate / Diploma in Dental Mechanic course (2 years) from a dental college / institution recognized by the Dental Council of India.</p> <p>Essential Experience : One year' experience.</p> <p>Candidate should be registered under any State Dental Council or Dental Council of India, Delhi</p>
Location	ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai



8. SCIENTIFIC ASSISTANT 'B' (NUCLEAR MEDICINE) (1-UR, 1-OBC)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2 Rs.9300-34800 + 4200 GP]
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 24/01/2025	30 years
Qualification & Experience :	<p>Educational Qualifications & Essential Experience:</p> <p>B.Sc. (Physics/ Chemistry/ Biology/ Nuclear Medicine or equivalent) with PGDFIT/DMRIT, and RSO Level-II (Nuclear Medicine) examination conducted by RPAD/AERB.</p> <p>OR</p> <p>B. Sc Nuclear Medicine Technology + PGDNMT (4 years integrated Program) and RSO Level-II (Nuclear Medicine) examination conducted by RPAD/AERB.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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

9. TECHNICIAN 'A' (CRI LABS) (4 -UR, 1-OBC)

Level of Pay in the Pay Matrix	Level 2 [Pre-revised PB1, Rs.5200-20200 + 1900 GP]
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 24/01/2025	27 years
Qualification & Experience :	<p>Educational Qualifications:</p> <p>H.S.C. in Science from recognized Institute.</p> <p>Essential Experience:</p> <p>Minimum one year hand on experience in.</p> <ul style="list-style-type: none"> - Laboratory glassware, Plasticware washing, packing, Operation of Autoclaves and Ovens, Waste discard. - Routine cleaning and upkeep of laboratory. - Preparation and cleaning of Tissue culture room, buffer, media and reagent preparation <p>Desirable Experience:</p> <p>Basic working knowledge of computer like MS office i.e. Word, Excel is desirable.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

10. LOWER DIVISION CLERK (1-UR)

Level of Pay in the Pay Matrix	Level 2 [Pre-revised PB1, Rs.5200-20200 + 1900 GP]
Initial Pay	Rs.19900/- Level -2, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 24/01/2025	27 years
Qualification & Experience:	<p>Educational Qualifications:</p> <p>Graduate from a recognized university.</p> <p>Knowledge of Microsoft Office.</p> <p>Essential Experience:</p> <p>Minimum 1 year work experience.</p>
Location	ACTREC, Tata Memorial Centre, Kharghar, Navi Mumbai

GENERAL CONDITIONS:

1. a. Last date for online application is 24/01/2025 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	Experience will be considered post required qualification only. Training period will not be counted as experience. 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 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 **24/01/2025**. 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.**



Wg. Cdr. P. J. Monteiro (Retd)
Chief Administrative Officer,
ACTREC