



**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](mailto:recruitment@actrec.gov.in)



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

No. ACTREC/ADVT-A-1/2019

1<sup>st</sup> April, 2019

**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) ASSISTANT MEDICAL SUPERINTENDENT (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 30/04/2019	40 Yrs.	
Qualification & Experience :	Essential	M.B.B.S. with full time Post Graduation in Hospital Administration (M.H.A.) from a recognized University in India or abroad. Candidates should have minimum 2 years experience after Post Graduation in a reputed hospital (at least 300 beds) in a managerial capacity. Experience in Hospital Project Management is desirable.

**2) ASSISTANT STAFF PHYSICIAN 'C' (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 30/04/2019	40 Yrs.	
Qualification & Experience :	Essential	M.B.B.S. with minimum 3 years experience in a large general hospital providing comprehensive General Medicine Care to staff.
		Preference will be given to those who have M.D. or DNB in Internal Medicine.

**3) PURCHASE OFFICER (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 30/04/2019	40 Yrs.	
Qualification & Experience :	Essential	<p>Graduate in any discipline with a Post Graduate Degree/Diploma in Material Management from a reputed institution. The candidate should have five years relevant experience in supervisory capacity in the Level nine in the Pay Matrix (pre-revised Grade pay of Rs.5400/-) or ten years experience in the pay Level eight in Pay Matrix (pre-revised Grade Pay of Rs. 4800/-) or combine eight years experience in the Pay Level nine and Pay Level eight (pre-revised Grade pay of Rs.5400/- and Rs. 4800/-) in a purchase Unit of Government/Autonomous Body or R &amp; D Institution / Large Hospital / Commercial Undertaking and dealing with import 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 purchases.</p> <p>In case of private sector the candidate should have minimum eight years experience in Managerial position.</p>

**4) MEDICAL PHYSICIST 'C' (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 30/04/2019	35 Yrs.	
Qualification & Experience :	Essential	<p>M.Sc. (Physics) and Diploma in Radiological Physics OR Equivalent AERB approved qualifications. Experience with advanced computerized treatment planning systems and other state-of-the-art technology will be essential.</p> <p>Candidates who have applied against advt. No. ACTREC/ADVT-1/2018 dated 3<sup>rd</sup> April, 2018 need not reapply.</p>

**5) NURSE 'A' (3-UR, 3 - OBC)**

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 30/04/2019	30 Yrs.	
Qualification & Experience :	Essential	General Nursing & Midwifery plus Diploma in Oncology Nursing with two years clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with two years clinical experience in minimum 50 bedded hospital. Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Candidates who have done Diploma in Nursing Oncology and served the entire bond period will be given relaxation in age by five years. Hepatitis Vaccination should be completed. Working pattern will be six days a week. General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.

**6) PHARMACIST 'B' (1 – OBC)**

Level of Pay in the Pay Matrix	Level 5 (Pre-revised PB1, Rs.5200-20200 + GP 2800/-)	
Initial Pay	Rs.29200 Level 5, Cell 1 + Allowances applicable	
Age : Upper Age Limit as on 30/04/2019	30 years	
Qualification & Experience :	Essential	B. Pharm with minimum 1 year experience OR D. Pharm with minimum 3 years working experience in Dispensary / Pharmacy of the Hospital having minimum 200 beds. Registration with the State Pharmacy Council with duly allotted Registration Number is mandatory. Experience of working on computerised system desirable. Candidate should be prepared to work in shift duties, including night shift.

**7) NETWORKING TECHNICIAN 'C' (1 – OBC)**

Level of Pay in the Pay Matrix	Level 4 (Pre-revised PB1, Rs.5200-20200 + GP 2400/-)	
Initial Pay	Rs.25500 Level 4, Cell 1 + Allowances applicable	
Age : Upper Age Limit as on 30/04/2019	30 Yrs.	
Qualification & Experience :	Essential	H.S.C. plus Diploma in Hardware and Networking (2 years after 12 <sup>th</sup> Std.) from the Government recognised institute with minimum 50% marks. Minimum 3 years of hands on work experience in configuration / trouble shooting / maintaining large IT network / infrastructure. The candidate should be well versed with cable laying, cable crimping with RJ45 and I/O and patch panel termination etc. Candidate should be able to carry out the basic configuration of the switch and troubleshoot the routine Network issues.  Candidates having professional certification like CCNA & prior relevant experience of working in Healthcare Industry will be preferred.

## 8) TECHNICIAN 'A' ( PUMP OPERATOR) (1 – OBC)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP 1900/-)	
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable	
Age : Upper Age Limit as on 30/04/2019	27 Yrs.	
Qualification & Experience :	Essential	SSC plus two years full time ITI course in Electrical/Fitter from Government Recognised Institute with one year experience in operation of overhead pumps of larger capacity of a big campus, maintenance of automatic level controller, pumps, water pipe lines etc.
	Preferred:	Preference will be given to candidates having experience in welding, plumbing and fire hydrant pump lines.

Last date for online application is 30/04/2019 upto 5.45 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. 07/05/2019.

**It is mandatory to submit online application.** Candidates must submit documentary evidence in support of the details furnished in the Online Application Form regarding date of birth, qualification, experience, caste, disability certificate etc., failing which such applications will be treated as incomplete and summarily rejected.

### **GENERAL CONDITIONS:**

- Age & experience will be reckoned as on the last date of online application.
- Reservation of posts under various categories shall be applicable as per Govt. Rules.
- Age Relaxation:**
  - Upper age is relaxable for persons belonging to Reserved Categories such as SC/ST/OBC/PWD/ Ex-serviceman & 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)
  - Age relaxation maximum by 5 years for Departmental candidates, candidates with additional qualification and higher experience and candidates working in TMC on temporary basis/under project/on contract basis.**
- Application fee:**
  - Candidate shall pay the application fees of ₹ 300/- online by using Debit Card / Credit Card.
  - SC/ST/Female Candidates / Persons with Disabilities / Ex-servicemen (1<sup>st</sup> time applying for civil post after serving any rank) are exempted from paying application fees.**
  - The application fee paid will not be refunded under any circumstances.**
- Candidates may be offered a higher or lower grade than what is advertised based on their working experience, research work record and overall assessment at the time of interview and recommendation of the Selection Committee.**

## 6. **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 & 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.

7. Candidates appointed will be rotated in any Units of TMC as per the needs of the units concerned as and when necessary.

8. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.

## 9. **Submission of Application:**

(a) Candidate shall submit a recent passport size photograph, attested copies of following certificates as a proof of Date of Birth, Qualification, Experience, age relaxation for reserved category & person with Disability along with **the copy of online application form sealed covers superscribed as "POST APPLIED FOR – Advt. No. A/1/2019 on or before the last date of receiving the application to the Sr. Administrative officer, Advanced Centre for Treatment, Research & Education in Cancer, Sector – 22, Kharghar, Navi Mumbai – 410210. It is mandatory to submit a copy of online application along with copies of relevant certificates; otherwise the application will be rejected.** Address queries, if any to: E-mail - [recruitment@actrec.gov.in](mailto:recruitment@actrec.gov.in)

(i) **Date of Birth:** Birth Certificate / School leaving certificate / S.S.C. passing certificate.

(ii) **Educational Qualification:** Mark sheet & Passing Certificate of final examinations.

(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 candidate is mandatory. **Formats are uploaded on ACTREC site.**

(v) **Persons with Disability:** Physical Disability Certificate.

(b) **Through Proper Channel: Persons working under Central / State Government / Autonomous body / Semi Government Organizations and other Public Sector Undertakings must submit their application through the head of the organisation.**

(c) Separate application should be submitted for each post.

10. **Referees:** Three Referees listed by the candidate should have been associated with the training or supervision of the candidate's work (For Sr. No.1 to 4).

11. Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Skill test / Interview without assigning any reason thereof.

12. Tata Memorial Centre reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for Written examination / Skill test / Interview 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 / Skill test / Interview as well as selecting the candidates for final selection after Written test / Skill test / Interview. 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.
13. Tata memorial Centre reserves the right to restrict the number of candidates called for the 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 test / skill test / interview.
14. In case it is found at any stage of recruitment that the candidate dose 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.
15. **Non Receipt of Application**: Tata Memorial Centre does not take any responsibility for non receipt of application through Online / by post for whatsoever be the reason.
16. **Late and Incomplete applications will be summarily rejected. Canvassing in any form will disqualify the candidature.**
17. **Legal Jurisdiction for any dispute will be at Mumbai.**

(Umeshkumar V. Mote)  
Sr. Administrative Officer