

TATA MEMORIAL CENTRE

(AN AUTONOMOUS BODY UNDER THE
DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA)

Advt.No.TMC/AD-
119/2019

04.04.2019

POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patient care, cancer prevention, cancer research and professional development for oncology and allied disciplines. TMC is an autonomous body owned, controlled by 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. 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 TMC are listed below :

1.) PERSONNEL OFFICER: (01-UR)

Level	Level 11 [Pre-revised PB-3, Rs.15600-39100 + 6600 GP]
Level of Pay in Pay Matrix	Rs.67,700/- Level 11, Cell 1
Age :Upper Age limit as on : 30.04.2019	40 yrs
Qualification & Experience :	Graduate with Post Graduate Management degree / diploma in Human Resource/ Labour Welfare/ Personnel Management/ Industrial Relations/ Public Administration. The incumbent will have to look after all the Personnel related matters, Industrial relations, Unions, Staff Welfare, handle staff grievances, disciplinary cases, conduct domestic inquiries and deal with litigation matters. Must be able to run computerized systems i.e. Personnel Information System transactions, Pay Roll Systems, Time Keeping etc. Experience in dealing RTI matters is desirable. Candidates working in Govt./Autonomous Body/ PSU in the Administrative category should be in Level-9 of Pay Matrix and combined service of 8 years in Level 8 & 9 of Pay Matrix. Candidates from private sector should be drawing a gross salary not less than Rs.79,500/- p.m. <u>Candidates who had applied & appeared for Interview against advt. no.119/2018 dt.28.09.2018 will not be considered.</u>
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

2.)SCIENTIFIC OFFICER 'E', TISSUE BANK : (01 UR)

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1
Age :Upper Age limit as on : 30.04.2019	45 yrs.

Qualification & Experience :	<p>Ph.D in Biotechnology / Pharmacy / Life Sciences or Allied Health Sciences with minimum 10 years experience of working in a Laboratory in a reputed hospital or institution out of which 3 years should be post doctoral.</p> <p style="text-align: center;">OR</p> <p>Candidates with Masters in Biotechnology / Pharmacy / Life Sciences or Allied Health Sciences with minimum 3 years experience of working in a Laboratory in a reputed hospital or health related institution may be considered in Level 10, Cell 1 (Rs.56100) with age limit of 35 years.</p> <p>Preference will be given to qualified candidates with experience in Tissue Banking, Tissue Engineering for transplantation, Laboratory management inclusive of maintaining clean environments and use of aseptic techniques, and as investigators in published research studies. The candidate will be required to work with human tissues and assist with the procurement of tissues from deceased donors.</p>
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

3.) ASSISTANT NIGHT SUPERVISOR: (01 UR)

Level	Level 8 [Pre-revised PB-, Rs.9300-34800 + 4800 GP]
Level of Pay in Pay Matrix	Rs.47,600/- Level 8, Cell 1
Age :Upper Age limit as on : 30.04.2019	35 yrs. to 40 yrs.
Qualification & Experience :	M.Sc. (Nursing) / B.Sc (Nursing) / General Nursing & Midwifery plus Diploma in Oncology with 10 years' experience out of which minimum 5 years should be in clinical experience. Only Female candidates can apply.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

4.) CLERK CUM TELEPHONE OPERATOR: (01 UR, 01 OBC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on : 30.04.2019	27 yrs.
Qualification & Experience :	Graduate from a recognised University with Telephone Operator's Course with excellent communication skills and minimum one year experience of handling Exchange Board preferably EPABX and Radio Paging System Encoder in a reputed Institute/Hospital. Ability to converse in English, Hindi and Marathi. Will have to work in shift duties including nights, Sundays and Holidays and when required in Reception and other office area.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

5.) TECHNICIAN 'C' (DENTAL & PROSTHETICS SURGERY) : (02 UR)

Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25,500/- Level 4, Cell 1
Age :Upper Age limit as on : 30.04.2019	27 yrs

Qualification & Experience :	S.S.C. & Certificate in Dental Hygienic course (2 years) conducted by the Dental Council of India with 01 year experience. Candidate should be registered under Dental Council.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

6.) TECHNICIAN 'A' (CARPENTER) : (01 OBC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on : 30.04.2019	27 yrs.
Qualification & Experience :	S.S.C. plus I.T.I. (Carpenter) full time course from Government Recognized Institute with 03 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.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

7.)TECHNICIAN 'A' (MULTI SKILLED) : (01 SC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on : 30.04.2019	27 yrs.
Qualification & Experience :	SSC plus ITI (Plumber) full time course from Government recognized institute with 3 years experience after ITI OR 2 years after ITI plus NCTVT in plumbing & miscellaneous civil maintenance works in hospital/ Institutional / Commercial / Residential buildings.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

8.) MEDICAL PHYSICIST 'C' : (01-SC)

Level	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.56,100/- Level 10, Cell 1
Age :Upper Age limit as on : 30.04.2019	35 yrs.
Qualification & Experience :	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.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

9.)SCIENTIFIC ASSISTANT 'B' (RADIO-DIAGNOSIS) : (01-SC)

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1
Age :Upper Age limit as on : 30.04.2019	30 yrs.

Qualification & Experience :	B.Sc. in Radiological Imaging Technology from a recognized University OR B.Sc. in any subject / B. Pharmacy with minimum two years Diploma in Medical Imaging Technology from State Board of Technical Education or any equivalent Diploma from a recognized Board / University. Candidates should have minimum 01 year Internship / experience from a large hospital with experience in CT and MRI.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

10.) SCIENTIFIC ASSISTANT 'B' (DEPT. OF RADIATION ONCOLOGY): (01-OBC, 01-SC)

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1
Age :Upper Age limit as on : 30.04.2019	30 yrs.
Qualification & Experience :	B.Sc.(Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy Technology from recognized institute / university approved by AERB with minimum 01 year experience in modern Radiotherapy Technology OR B.Sc (Radiotherapy Technology) – 3 years course from a recognized institute / university approved by AERB with 3 years experience in modern Radiotherapy Technology.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

last date for online application is 30.04.2019 upto 05.30 p.m. (Indian Standard Time) & receiving hard copy of online applications within 7 days from last date of Online application i.e. 07.05.2019 at H.R.D.Department, 2nd floor, Service Block, Tata Memorial Hospital, Parel, Mumbai-400012.

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, qualifications, experience, caste, disability certificate etc., failing which such applications will be treated as incomplete.

GENERAL CONDITIONS :

- Age & experience will be reckoned as on the last date of online application. **Experience will be reckoned post required qualifications.**
- 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-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)

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.

4. 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.**

5. Candidates may be offered a higher or lower grade than what is advertised based on their working experience, research track 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 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.

7. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, Mumbai, ACTREC, Mumbai, Homi Bhabha Cancer Hospital, Sangrur, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Homi Bhabha Cancer Hospital & Research Centre, Vizag, Mahamana Pt. Madan Mohan Malaviya Cancer Centre (BHU), Varanasi, Homi Bhabha Cancer Hospital, Varanasi, BCCI, Guwahati) on 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 :

[I] Candidate shall submit a recent passport size photograph, attested copies of following certificate as a proof of date of birth, qualification, experience, age relaxation for reserved category & Persons with Disability along with the copy of online application form on or before the last date of receiving the application to the **H.R.D. Department, 2nd floor, Service Block, Tata Memorial Hospital, Parel, Mumbai – 400 012**. It is mandatory to submit a copy of Online application along with copies of relevant certificates, otherwise the candidature will be treated as cancelled.

- (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 ST, Non Creamy Layer Certificate in case of OBC candidates is mandatory. **Formats are uploaded on TMC site.**

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

[II] **Through Proper Chanel** : Persons working under Central / State Government / Autonomous Body / Semi Government Organisations and other Public Sector Undertakings must submit their application through the head of the organization.

[III] Separate application should be submitted for each post.

Referees : Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work. **(For Sr.No.1 & 2 only)**

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

Tata Memorial Centre 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 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 / Interview / Skill test as well as selecting the candidates for final selection after Written test / Interview / Skill test. 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.

Tata Memorial Centre reserves the right to restrict the number of candidates called for the Written Examination / Interview / Skill test 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 / Interview / Skill test.

In case it is found at any stage of recruitment that the candidate does 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.

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.

Late and incomplete applications will be summarily rejected. Canvassing in any form will disqualify the candidature.

Legal jurisdiction for any dispute will be at Mumbai.

(BENNY GEORGE)

HRD OFFICER