



**TATA MEMORIAL CENTRE  
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER  
(ACTREC),**

**Sector – 22, Kharghar, Navi Mumbai 410 210**

**Tel. No. 91-22-68735000**

**Website: <https://actrec.gov.in>**

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



**No. ACTREC/ADVT-A-2/2024**

**01/02/2024**

<b>Post</b>	<b>SCIENTIFIC OFFICER 'E' (ELECTRON MICROSCOPY FACILITY) (1-UR)</b>
<b>Initial Pay</b>	<b>Rs. 78800/- Level-12, Cell-1 + Allowances Applicable</b>
<b>Age</b>	<b>45 years as on 07/03/2024</b>
<b>Essential Educational Qualification and experience</b>	Ph.D. in the area of Life Sciences/ Chemical Sciences/ Physical Sciences or interdisciplinary areas with research experience in electron microscopy and its application in biology for a minimum of four years after Ph.D.  Minimum four (04) years of experience in managing the Electron Microscopy Facility in a Research Institute/ R and D.
<b>Desirable Experience</b>	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.

The Advanced Centre for Treatment, Research and Education in Cancer (ACTREC), is the research campus of the Tata Memorial Centre (TMC, Parel, Mumbai). TMC is an autonomous Grant-In-Aid Institute of the Department of Atomic Energy, Government of India. TMC is affiliated to the Homi Bhabha National Institute (HBNI) PhD. program in Health and Life Sciences.

Established in 2002 at the foothills of the beautiful Sahyadri Mountains at Kharghar, Navi Mumbai, ACTREC comprises of three units: the CRI or the Cancer Research Institute, CRC or the Clinical Research Centre and the CCE or the Centre for Cancer Epidemiology. ACTREC, as a Research Institute, is unique in India and provides a vibrant, multidisciplinary environment with an excellent opportunity to work in close association with oncologists.

The Electron Microscopy core facility at ACTREC is looking for a knowledgeable and experienced candidate to coordinate activities at its core facility and provide technical support for electron microscopy imaging of biological samples and physical materials. The candidate should be willing to learn new techniques and keep abreast with new technology. The chosen candidate will be entrusted with the responsibility of managing the Electron Microscopy Central Facility. We provide excellent opportunities for the candidate to be creative and contribute to the development of new protocols and designs as and when required.

Interested candidates should apply online along with the supporting documents in the prescribed format. Eligible candidates will be invited to make a presentation to the interview committee.

**GENERAL CONDITIONS :**

- a. Last date for online application is **07/03/2024** up to 05.30 p.m. (Indian Standard Time). Submission of the online application is mandatory.
- b. Candidates must send in 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 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 an Interview 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.

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	<b>Past Employment :</b> Experience certificate indicating the date of joining and relieving  <b>Current Employment :</b> 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. <b>Formats are uploaded on TMC-ACTREC Website.</b>
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 Interview, failing which they shall not be allowed to appear for 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 Interview 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 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 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 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 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.(if applicable)

4. For Inquiry :Candidates may email to [query.jobs@actrec.gov.in](mailto: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) 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 (1<sup>st</sup> 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.

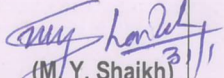
10. India Citizens, Overseas Citizens of India (OCI) card holders and foreign nationals who fulfill the conditions of qualifications, experience etc. are eligible to apply. The appointment will be subject to necessary clearance/ approval as applicable."

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

