



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



No. ACTREC/ADVT/A-2/2025

February 12, 2025

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' (HEALTH ECONOMICS) (1-UR)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB-3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 13/03/2025	45 Years
Qualification & Experience:	<p>Educational Qualifications: Ph.D. in Health Economics or Economics or Public Health OR M.D. (Community Medicine or Preventive and Social Medicine) recognized by the National Medical Commission.</p> <p>Essential Experience: For PhD (Health Economics): The candidate should have at least four years of postdoctoral experience in teaching and/or research in health economics in a large hospital or biomedical research institution. For M.D. (Community Medicine or Preventive and Social Medicine): The candidate should have a minimum of three years post M.D. teaching and/or research experience in a large hospital or biomedical scientific research institution, of which at least one year of experience should be in health economics.</p> <p>The candidate should have demonstrated expertise in health economic analysis, including cost-effectiveness studies, economic evaluations, and health policy research. The candidate should also have a track record of scholarly publications in peer-reviewed journals.</p> <p>The candidate will be involved in setting up a unit/department of health economics in TMC, analyzing health economic-related datasets, developing health technology assessment models that are relevant to the Indian and global context, and teaching/training in these fields.</p> <p>The candidate will engage in innovative research, collaborate with multidisciplinary teams in cancer control and care, and contribute to teaching and mentoring activities. This position offers a unique opportunity to influence healthcare policy and improve patient outcomes through rigorous economic analysis.</p> <p>Desirable Experience: Requisite experience in a cancer centre/hospital.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2. SCIENTIFIC OFFICER 'E' (CANCER CYTOGENETIC LAB) (1-UR)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB-3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 13/03/2025	45 Years
Qualification & Experience:	<p>Educational Qualifications: M.D./ Ph.D in Applied Biology / Biotechnology / Life Sciences / Biochemistry / Zoology / Microbiology OR Related field from a recognised University</p> <p>Essential Experience: Minimum 3 years' experience after M.D./ Ph.D.in Cancer Cytogenetic area.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

3. MEDICAL PHYSICIST 'D' (3-UR)

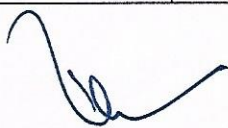
Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB-3, Rs.15600-39100+ GP 6600/-)
Initial Pay	Rs. 67700/- Level -11, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 13/03/2025	40 Years
Qualification & Experience:	Educational Qualifications: M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC or Equivalent AERB approved qualifications. Essential Experience: 5 years' experience in advanced computerized treatment planning systems and other state-of-the-art technology. Desirable Experience: Computer programming skills in C++, MATLAB, Python etc. is desirable.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

4. ADMINISTRATIVE OFFICER III (ADMINISTRATION) (1-UR)

Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB-3, Rs.15600-39100+ GP 6600/-)
Initial Pay	Rs. 67700/- Level -11, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 13/03/2025	55 Years
Qualification & Experience:	Educational Qualifications: Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Human Resource Development Management / Personnel Management / Labour Welfare / Industrial Relations / Public Administrative from a reputed institute. Essential Experience: Experience in Human Resource Development Management, Administrative, Recruitment, Establishment Matter, Industrial Relations, RTI Matters, Legal, Vigilance etc. Candidates working in Government Organization / Public Sector Undertaking / Autonomous Bodies: should be in pay Matrix Level-9 (GP 5400) or Candidate at Level-8 (GP 4800) with combined experience of 08 years at Pay Matrix Level-7 (GP 4600) and above. Candidate working in Private Sector: should have 15 years of experience, out of which 05 years must be Managerial experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-9 / GP 5400 i.e. approximately Rs.1,08,189/- p.m. and above. Desirable Experience: Candidates well versed with Government procedures will be preferred
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

5. CHIEF SECURITY OFFICER (ACTREC) (1-UR)

Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB-3, Rs.15600-39100+ GP 6600/-)
Initial Pay	Rs. 67700/- Level -11, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 13/03/2025	55 Years
Qualification & Experience:	Educational Qualifications & Essential Experience: Ex-servicemen / Police Personnel / Central Para Military Forces Personnel worked in a senior capacity not below the rank of Major / Dy. Commissioner of Police / Commandant in the Armed Forces / Police / Central Para Military Forces respectively. OR Candidates working in Government Organization / Public Sector Undertakings / Autonomous Bodies: In Pay Matrix Level - 9 (Pre-revised Grade Pay Rs. 5400) or Candidate at Level - 8 (Pre-revised Grade Pay Rs. 4800) with combined experience of 8 years from Pay Matrix Level - 7 (GP 4600) and above. Candidate should possess Graduation certificate from armed forces or any other recognized university. candidate should be well versed with vigilance work, firefighting procedures and security field work, Police Liaison, Domestic Inquiry procedures etc.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI



6. NURSE 'A' (2-UR, 1-ST, 3-OBC, 2-EWS)

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 13/03/2025	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 Tata Memorial Centre (TMC) and served the entire bond period will be given relaxation in age by 5 years. General Nursing & Midwifery and 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 minimum 50 bedded hospital. Hepatitis B vaccination should 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

7. SCIENTIFIC ASSISTANT B (TRANSFUSION MEDICINE) (1-UR)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB-2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 13/03/2025	30 Years
Qualification & Experience:	<p>Educational Qualifications: B.Sc. (Biochemistry / Chemistry / Botany / Zoology / Microbiology) with minimum 50% marks and Degree / Diploma in Medical Laboratory Technology (DMLT) / Blood Bank Technology from a University recognized by Central / State Government OR B.Sc. (MLT) with 50% marks.</p> <p>Essential Experience: For B.Sc. (Biochemistry / Chemistry / Botany / Zoology / Microbiology) + DMLT / Diploma in Blood Bank Technology: One year experience in a FDA licensed Blood bank. For B.Sc. (Medical Laboratory Technology): 2 years' experience in a FDA licensed Blood Bank.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

8. SCIENTIFIC ASSISTANT B (CRI LABS) (1-SC)

Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB-2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 13/03/2025	30 Years
Qualification & Experience:	<p>Educational Qualifications: B.Sc / B.Tech (Biochemistry / Chemistry / Microbiology / Life Sciences / Biotechnology / Analytical Chemistry / Biophysics) with 50% marks.</p> <p>Essential Experience: Minimum two years of experience in -assisting in life science research laboratories with ongoing experiments. -operating instruments routinely used in research laboratories Candidate should be competent in mammalian cell culture and maintenance. Candidate must have basic working knowledge of computer likes MS office i.e, Word, Excel along with good communication skills in English</p> <p>Desirable Experience: Experience in managing material and supplies of the laboratory will be preferable.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

9. STENOGRAPHER (1-UR)

Level of Pay in the Pay Matrix	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Initial Pay	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 13/03/2025	27 years
Qualification & Experience:	<p>Educational Qualifications: Graduate from a recognized university. Course in Short Hand with speed of 80 w.p.m. and Typewriting @ 40 w.p.m. respectively. Computer course of minimum 03 months duration in Microsoft Office. Candidates with Diploma or Degree in Computer or Information Technology are exempted from 03 months computer course.</p> <p>Essential Experience: Minimum 1 year Secretarial experience in a reputed organization.</p> <p>Desirable Experience: Preference will be given to candidates having Diploma in Secretarial Courses.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

10. TECHNICIAN 'A' (CRI LABS) (3-UR, 1-SC, 2-OBC, 1-EWS)

Level of Pay in the Pay Matrix	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 13/03/2025	27 years
Qualification & Experience:	<p>Educational Qualifications: H.S.C. in Science from recognized Institute.</p> <p>Essential Experience: Minimum one year hand on experience in. - 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> <p>Desirable Experience: Basic working knowledge of computer like MS office i.e. Word, Excel is desirable.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

11. TECHNICIAN 'A' (PHOTOGRAPHY) (1-UR)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB-1, Rs.5200-20200 + GP Rs.1900/-)
Initial Pay	Rs.19900 Level -2, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 13/03/2025	27 Years
Qualification & Experience:	<p>Educational Qualifications: 12th Std pass (in any stream) and one-year Certificate Course in Photography & videography from any reputed Institution.</p> <p>Essential Experience: One-year hands-on experience in digital photography and videography – Indoor and outdoor. The candidate should have knowledge of handling Scanner, Digital video camcorder and editing of the video. He should be able to work on Desktop publishing such InDesign, MS Office, Adobe Photoshop & Illustrator, Page lay outing job in design for various reports.</p> <p>Desirable Experience: Experience of photography and videography done in operation theatre is desirable.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

12. TECHNICIAN A (CARPENTER) (1-OBC)

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 13/03/2025	27 Years
Qualification & Experience:	<p>Educational Qualifications: S.S.C. plus I.T.I. (Carpenter) full time course from Government Recognized Institute</p> <p>Essential Experience: 03 years' experience after I.T.I. or 02 years' after I.T.I. plus N.C.T.V.T. in Carpentry maintenance works in hospital / Institutional /Commercial / Residential buildings.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

13. LOWER DIVISION CLERK (1-ST)

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 13/03/2025	27 Years
Qualification & Experience:	<p>Educational Qualifications: Graduate from a recognized university. Knowledge of Microsoft Office.</p> <p>Essential Experience: Candidates should have minimum 01 year work experience.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

GENERAL CONDITIONS:

1. (a) **Last date for online application is 13/03/2025 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	<p>Past Employment: Experience certificate indicating the date of joining and relieving</p> <p>Current Employment: Still working certificate, Last Pay Slip, Identity Card (having validity period).</p>
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. <u>Formats are uploaded on TMC-ACTREC site.</u>
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 **13/03/2025**. **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.

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.

8. 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.
9. 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.
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.**

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