



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



No. ACTREC/ADVT/A-9/2025

February 19, 2025

<b>Post</b>	<b>SCIENTIFIC OFFICER D (COMPUTATIONAL BIOLOGY) (1-UR)</b>
<b>Initial Pay</b>	Rs.67700/- Level-11, Cell-1 + Allowances Applicable
<b>Age</b>	40 years as on 21/03/2025
<b>Educational Qualification and experience</b>	Ph.D. or M.D. & Ph.D. <ul style="list-style-type: none"><li>• One year post Ph.D. or M.D. and Ph.D. with research experience in the relevant area supported by excellent publications.</li></ul>

The Advanced Centre for Treatment, Research and Education in Cancer (ACTREC), is the R&D wing 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 Homi Bhabha National Institute (HBNI) for its academic program in Health and Life Sciences.

Established in 2002 at the foot hills 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. As envisioned by its founding father, Prof. V.R. Khanolkar, who built the erstwhile Indian Cancer Research Centre (ICRC), the mandate of ACTREC is to conduct basic and translational research that contributes to our understanding of cancer as a disease, *elucidate its nature and so to devise means, for preventing and curing it*. Therefore, 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.

ACTREC now **invites** application from motivated candidates of **Indian Nationality only** for a Scientific Officer D position in **Computational Biology**. The candidate should have proven experience in molecular modelling, cutting edge molecular dynamic simulations, protein and small molecule docking and structure guided drug design. The candidate should be proficient in Machine and Deep learning algorithms. **The major requirement from the applicant is their ability and skill to support ongoing basic translational research activities at ACTREC**. The candidate therefore must have collaborative and goal interpersonal skills and the ability to understand the requirements of the faculty and scholars. They are encouraged to undertake independent research projects of their own but the primary requirement is to support the ongoing research activities in oncology at ACTREC.

**Some of the mandatory requirements for the candidature are publications from doctoral and post-doctoral research in the area of expertise that highlights the candidate's contribution to the field, three letters of reference from peers who are familiar with the work (PhD and post-doctoral mentors included) and a brief research proposal. The research proposal should be in the advertised area of research only. The proposal should highlight the background, key unanswered questions, succinct study design and project the long-term vision in the above-mentioned area (Total not more than three pages long).**

Selected candidate will be provided with the laboratory space and startup funds to facilitate their independent research. Details of the personal emoluments/benefits/service will be as per the norms of the Grant-in-Aid Institution of the Department of Atomic Energy, Government of India and as applicable to ACTREC. These details can be found in a more elaborate advertisement posted at our website.

Interested candidates should apply using online application form, attached CV, publications reprints and other supporting documents as mentioned above. Eligible candidates will be invited to make an open presentation. Shortlisted candidates will be called for a final interview and meeting with individual members of the faculty.

**Submission of the online application is mandatory.**



**GENERAL CONDITIONS:**

1. (a) Last date for online application is 21/03/2025 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 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 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	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. <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 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 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 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 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.
- (i) Tata Memorial Centre 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 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 **21/03/2025**. **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](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) 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.**
- II. **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. **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.

10. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.
11. **Non-Receipt of Application:** Tata Memorial Centre does not take any responsibility for non-receipt of application through Online.
12. Legal jurisdiction for any dispute will be at Mumbai.



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