



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-12/2025

Date: 22/07/2025

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' (TRANSPLANT IMMUNOLOGY & IMMUNOGENETICS LABORATORY) : (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 22/08/2025	45 Years
Qualification & Experience:	<u>Essential Qualification:</u> Ph. D. in Molecular Genetics/Applied Biology or Life Sciences or in a related field/Molecular Biology / Biochemistry / Microbiology. <u>Essential Experience:</u> Minimum of 04 years post Ph. D relevant experience in a Hospital or Research Institute will be essential.
Mode of Selection	Interview
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2. SCIENTIFIC OFFICER 'C' (CENTRE FOR CANCER EPIDEMIOLOGY) : (1-0BC)

Level of Pay in the Pay Matrix	Level 10 [Pre-revised PB-3, Rs.15600-39100+ GP 5400/-]
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	35 Years
Qualification & Experience:	<u>Essential Qualification:</u> M.Sc. (Statistics / Public Health / Biological Science / Microbiology / Life Science) OR Masters in Social Sciences or Social work from a recognized university and having certificate course in computers such as MS-CIT from the State Government <u>Essential Experience:</u> Work experience in cancer hospital / cancer registry for minimum 3 years. <u>Desirable Experience:</u> Knowledge of cancer registry software and demonstrable knowledge about working in cancer centre will be preferable.
Mode of Selection	Interview
Location	CENTRE FOR CANCER EPIDEMIOLOGY, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

3. SCIENTIFIC OFFICER 'C' (INFORMATION TECHNOLOGY - NETWORKING) : (1 OBC)

Level of Pay in the Pay Matrix	Level 10 [Pre-revised PB-3, Rs.15600-39100+ GP 5400/-]
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	35 Years
Qualification & Experience:	<p>Essential Qualification: B.E. / B.Tech (Computer Science / Information Technology) or equivalent with minimum aggregate of 50% marks from a recognized university.</p> <p>Essential Experience: Minimum 03 years of experience in any of these areas such as configuration / trouble shooting / maintaining, managing various network equipments like L2 and L3 switches, routers, maintaining lease line connectivity, Cloud Computing, SDN (Software Defined Networking), Network automation etc.</p> <p>Candidates must have practical knowledge of managing a large and complex LAN and multiple WAN connectivity, as well as network-related services like DNS, DHCP, VPN, HTTP, etc., and maintaining network security of LAN and WAN. Knowing one or more of the following would be beneficial.</p> <ul style="list-style-type: none"> Linux Server systems Basic scripting skills to customize Monitoring and integrating of S/W <p>Certifications: CCNA / CCNP / CCIE desirable.</p> <p>Desirable Experience: Networking Hardware</p> <ul style="list-style-type: none"> Networking cables & Connectors – Copper, optical, Liu, Mux, Transceivers Switches, Routers, SDWAN, Firewalls, WAF, Routing etc. <p>Networking Concepts / Protocols / Services</p> <ul style="list-style-type: none"> Routing protocols, Switching protocols, TCP / IP stack, DNS, DHCP, NTP, HTTP, FTP, NNTP, VPN, General Security, Concepts (Communications Security, Infrastructure Security, Encryption Technologies, Firewall (Cisco PIX / Checkpoint / Interlock / WatchGuard / Raptor) IDS, Configure, TCP / IP on multi-subnet, calculating IP range for multi-subnet, VLANS, VRF, LACP, Tunneling, MPLS etc. <p>Networking Software's</p> <ul style="list-style-type: none"> Secure DNS networking tools in Linux / UNIX, DHCP, Squidproxy, Mrtg, NPM network monitoring, management tools, IPtables etc.
Mode of Selection	Interview
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

4. SCIENTIFIC ASSISTANT 'B' (NUCLEAR MEDICINE) : (1-UR,1-SC,1-OBC)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB2, Rs.9300-34800+ GP 4200/-]
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	30 Years
Qualification & Experience:	<p>Essential Qualification & Experience: B.Sc. (Physics / Chemistry / Biology / Nuclear Medicine or equivalent) with PGDFIT / DMRIT, and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB.</p> <p>OR</p> <p>B. Sc. Nuclear Medicine Technology + PGDNMT (4 years integrated Program) and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB.</p> <p>OR</p> <p>B. Sc. Nuclear Medicine Technology (3 years) Program and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB with minimum 01-year experience post qualification is required in the relevant field.</p> <p>OR</p> <p>M.Sc. Nuclear Medicine Technology or Equivalent course in nuclear medicine technology and RSO Level-II (Nuclear Medicine) examination conducted by RPAD / AERB.</p>
Mode of Selection	Written Examination and Interview
Paper Pattern	100 Marks : MCQ
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

5. SCIENTIFIC ASSISTANT 'B' (CANCER CYTOGENETIC LAB) : (1 OBC)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB2, Rs.9300-34800+ GP 4200/-]
Initial Pay	Rs.35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	30 Years
Qualification & Experience:	<p>Essential Qualification: B.Sc. (Biochemistry/ Chemistry/ Botany/ Zoology/ Life Sciences) with 50% marks and Degree or Diploma in Medical Laboratory Technology from Government recognized Institute (DMLT). OR B.Sc. in Medical Laboratory Technology with 50% marks</p> <p>Essential Experience: For B.Sc. (Biochemistry/ Chemistry/ Botany/ Zoology/ Life Sciences) + Degree / Diploma in MLT: 01-year experience in Medical Laboratory. For B.Sc. in MLT: 2 years' experience in Medical Laboratory.</p> <p>Desirable Experience: Preference will be given to candidates having experience in Cancer Cytogenetic Laboratory.</p>
Mode of Selection	Written Examination and Interview
Paper Pattern	100 Marks : MCQ
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

6. SCIENTIFIC ASSISTANT 'B' (ANIMAL SCIENCES) : (1-UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB2, Rs.9300-34800+ GP 4200/-]
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	30 Years
Qualification & Experience:	<p>Educational Qualifications: (i) B.Sc. in Nuclear Medicine Technology with 50% marks. OR B.Sc. with 50% marks plus Diploma in Medical Radioisotope Technology (D.M.R.I.T.) OR (ii) B.Sc. in any branch of Biological Sciences with 50% marks.</p> <p>Essential Experience: For B.Sc. with Nuclear Medicine Technology- One-year experience in Nuclear Medicine. For B.Sc. plus Diploma in Medical Radioisotope Technology (D.M.R.I.T.) – One-year experience in Nuclear Medicine field. For B.Sc. in any branch of Biological Sciences – Two year experience in a Laboratory and animal handling.</p> <p>Desirable Experience: Experience in Research Laboratory and animal handling will be preferred. Candidates with experience in use of radioisotopes in imaging and bio-distribution studies, animal experimentation and Diploma in Medical Radioisotope Technology (D.M.R.I.T.) will be given preference.</p>
Mode of Selection	Written Examination and Interview
Paper Pattern	100 Marks : MCQ
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

7. CO-ORDINATOR B (MEDICAL PURCHASE / STORES) : (1-OBC)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB2, Rs.9300-34800+ GP 4200/-]
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	30 Years
Qualification & Experience:	<p>Educational Qualifications: B.Sc. in any subject with 50% marks and Post Graduate degree / Diploma (minimum one year) in Material Management / Supply Chain Management or equivalent from a recognized institution.</p> <p>Essential Experience: Experience of 5 years in Medical – Purchase / Stores in a Hospital is essential.</p> <p>This position requires a candidate to assist Medical / Scientific Officers and Researchers in Technical Evaluation and Procurement of sophisticated equipment's for Radiation Oncology, Radiodiagnosis, operation Theatres and ICU. The candidate is also required to liaise with Customs for clearance / Import for storage-distribution of chemicals, drugs and research animals.</p>
Mode of Selection	Written Examination and Interview
Paper Pattern	100 Marks : MCQ
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

8. CO-ORDINATOR B (MEDICAL ADMINISTRATION) : (1-SC)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB2, Rs.9300-34800+ GP 4200/-]
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/08/2025	30 Years
Qualification & Experience:	<p>Educational Qualifications: B.Sc. in any subject with 50% marks and Post Graduate degree / Diploma (minimum one year) in Personnel Management / Human Resources Management or equivalent from a recognized institution and a Computer Course of minimum 03 months.</p> <p>Essential Experience: Experience of 5 years in Medical – Administration in a Hospital is essential.</p> <p>This position requires a candidate to assist Medical / Scientific Officers in devising Scientific Programmes for Education & Training, Peer Review / Appraisal for Medical, Scientific, & Technical / Nursing Officers; raising funds etc. They will also have to liaison with Government agencies for Medical – Legal cases, Funding Agencies such as CSIR, DBT, UGC etc.</p>
Mode of Selection	Written Examination and Interview
Paper Pattern	100 Marks : MCQ
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

9. TECHNICIAN 'A' (CRI LABS) : (4-UR)

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 22/08/2025	27 years
Qualification & Experience:	<p>Educational Qualifications: H.S.C. in Science from recognized Institute.</p> <p>Essential Experience: Minimum one year hands 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>
Mode of Selection	Written Examination and Skill Test (Skill test will be of qualifying nature only)
Paper Pattern	100 Marks : MCQ
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

GENERAL CONDITIONS:

1. 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.
2. **Candidates will be eligible for incentives based on individual and Institutional performance.**
3. Candidates are required to have a valid email ID and mobile number. The email ID and mobile number should be kept active throughout this recruitment. Necessary intimation about call letters for written examination, document verification etc. will be sent through the registered Email IDs / registered mobile numbers only.
4. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability or failure to login to the website on account of heavy load on the website during the closing day.
5. (a) **Last date for online application is 22/08/2025 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 Written Examination / Skill Test / Interview on the basis of information provided by them in the online application form and only the list of shortlisted candidates will be published on ACTREC website.
(d) **Incomplete & Online Non-Submitted applications will be summarily rejected.**
(e) Candidates who would be called for Written Examination / Skill Test / Interview are required to **carry original documents along with one set of photo copies** 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 Written Examination / Skill Test / 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. Formats are uploaded on TMC-ACTREC website.
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 number 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 – ACTREC also reserves the right to fix minimum eligibility standard / cut-off marks (Group / Stream / Discipline / Category-wise etc.) while finalizing 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, 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-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, If 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.

6. Age & experience will be reckoned as on 22/08/2025. **Experience will be reckoned post required qualifications.**

7. Reservation of posts under various categories shall be applicable as per Government Rules.

8. For Inquiry: Candidates may email to query.jobs@actrec.gov.in No phone calls will be entertained.

9. **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.

10. **Application Fee:**

I. Candidate shall pay the application fee of Rs.300/- online using Debit Card / Credit Card / UPI / Net banking etc.

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.

11. **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.

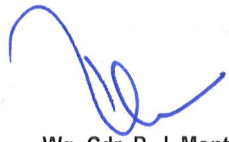
12. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, ACTREC, Navi Mumbai, Homi Bhabha Cancer Hospital, Sangrur, Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Homi Bhabha Cancer Hospital & Research Centre, Vizag, Mahamana Pt. Madan Mohan Malviya Cancer Centre (BHU), Varanasi, Homi Bhabha Cancer Hospital, Varanasi, BCCI, Guwahati on the needs of the Units concerned as and when necessary.

13. **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.

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

15. **Non-Receipt of Application:** Tata Memorial Centre-ACTREC does not take any responsibility for non-receipt of application through Online.

16. **Legal jurisdiction for any dispute will be at Mumbai.**


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