



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>



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

No. ACTREC/ADVT-A-2/2020

7th July, 2020

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) PROFESSOR, RADIODIAGNOSIS

Level of Pay in the Pay Matrix	Level 13 (Pre-revised PB-4, Rs.37400-67000 + 8700 GP)
Initial Pay	Rs.1,23,100/- Level 13, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/08/2020	50 Yrs.
Qualification & Experience :	M.D. / DNB or equivalent postgraduate degree in Radiology / Radio-diagnosis recognized by Medical Council Of India with 8 years' post M.D. / 9 years' post D.N.B. experience with expertise and maturity to develop and enhance front areas of Radiodiagnosis. The candidate would need to oversee all divisions in the Department of Radiodiagnosis, co-ordinate, plan and administer the existing and the new Medical techniques of Tata Memorial Centre, and also provide a thrust to the several educational and research activities of the Centre.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

2) ASSISTANT PROFESSOR 'E' MEDICAL ONCOLOGY (ADULT SOLID TUMOR)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	D. M. (Medical Oncology) or equivalent post graduate degree recognized by MCI or MD Internal Medicine or equivalent post graduate degree recognized by MCI with 3 years of exclusive experience in Medical Oncology in a teaching hospital. Preference will be given to candidates having experience in Solid Tumor Oncology. Candidates who have recently appeared for D.M. (Medical Oncology) may also apply for the post.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

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3) ASSISTANT PROFESSOR 'E' MEDICAL ONCOLOGY (ADULT HEMATOLYMPHOID)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	D.M. (Medical Oncology) or D.M. (Haematology) or equivalent postgraduate degree recognised by MCI or MD Internal Medicine or equivalent post graduate degree recognized by MCI with 3 years of exclusive experience in Medical Oncology or Clinical Hematology in a teaching hospital. Preference will be given to candidates having experience in Hemato-Oncology. Candidates who have recently appeared for D.M. (Medical Oncology) / D.M. (Haematology) may also apply for the post.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

4) ASSISTANT PROFESSOR 'E' MEDICAL ONCOLOGY (PAEDIATRIC)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	D.M. (Paediatric Oncology) or equivalent degree recognized by MCI or M.D. in Paediatrics or equivalent postgraduate degree recognized by MCI with 3 years exclusive experience in Paediatric Oncology in a teaching hospital. Candidates who have recently appeared for D.M. (Paediatric Oncology) may also apply for the post.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

5) ASSISTANT PROFESSOR 'E' SURGICAL ONCOLOGY (HEAD & NECK ONCOLOGY)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	M.Ch. (Head & Neck Oncology) OR M.Ch. / D.N.B. in Surgical Oncology with 1 year experience in Head & Neck Oncology OR M.S. (ENT) / equivalent recognized by MCI with 3 years' experience in Head & Neck Oncology. Head & Neck experience must be in dedicated H & N oncology department or in departments that runs M.Ch. / Fellowship in H & N Oncology. OR M.S. (General Surgery) / equivalent recognized by MCI with 3 years' experience in Head & Neck Oncology. Head & Neck experience must be in dedicated H & N oncology department or in departments that runs M.Ch. / Fellowship in H & N Oncology.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

6) ASSISTANT PROFESSOR 'E' SURGICAL ONCOLOGY (GYNAECOLOGY ONCOLOGY)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	M.Ch. (Gynaecology) or equivalent postgraduate degree recognized by MCI or M.D. / M.S. Obstetrics and Gynaecology with 3 years post graduate experience and 1 year of additional experience in Gynaecology Oncology.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

7) ASSISTANT PROFESSOR 'E' SURGICAL ONCOLOGY (PLASTIC SURGERY)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	M.Ch. (Plastic Surgery) or equivalent postgraduate degree recognised by Medical Council of India. 1 year experience in Onco-reconstruction and Microvascular Surgery either during M.Ch. training or Post M.Ch. is desirable.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

8) ASSISTANT PROFESSOR 'E' (NUCLEAR MEDICINE)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	PG degree in Nuclear Medicine and passed RSO exam conducted by RPAD/AERB. With 3 years of post MD / DNB experience in a reputed department, with exposure in Diagnostic and Therapeutic Nuclear Medicine. If the experience is in MCI accredited department, the person will be placed in the Academic grade of Assistant Professor and in the absence of the accreditation, the person will be placed in the academic grade of lecturer.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

9) ASSISTANT PROFESSOR 'E' (RADIO DIAGNOSIS)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	M. D. OR equivalent postgraduate degree in Radiology / Radio-diagnosis recognized by MCI with 03 years post M.D. /D.N.B. experience. Candidates with less than 3 years' but more than 1 year experience after post graduation will be considered for lower grade, if there are no suitably experienced candidates.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

10) ASSISTANT PROFESSOR 'E' (SURGICAL PATHOLOGY)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	M.D. / D.N.B. (Pathology) or equivalent postgraduate degree in Pathology recognized by MCI with minimum 3 years post M.D. / D.N.B. experience in Surgical Pathology. Experience in Onco-Pathology, Cytology or Molecular Pathology is desirable. Candidates with less than 3 years' but more than 1 year experience after M.D. will be considered for lower grade if there are no suitably experienced candidate..
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

11) ASSISTANT PROFESSOR 'E' (RADIATION ONCOLOGY)

Level of Pay in the Pay Matrix	Level 12 (Pre-revised PB3, Rs.15600-39100+ GP 7600/-)
Initial Pay	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 07/08/2020	45 Yrs.
Qualification & Experience :	M.D.(Radiation Oncology/Radiotherapy) or equivalent postgraduate degree recognized by Medical Council of India with minimum 3 years' post M.D./ D.N.B. experience in a MCI recognized teaching hospital or cancer centre. Candidates with less than 3 years' but more than 1 year experience after M.D. may be considered for lower grade, if there are no suitably experienced candidate.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

12) ASSISTANT MEDICAL SUPERINTENDENT

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 07/08/2020	45 Yrs.
Qualification & Experience :	M.D. (Hospital administration) with 3 years of experience after Post Graduation in a reputed Hospital in managerial capacity. OR M.B.B.S. / B.D.S. with full time Post Graduation in Hospital Administration (M.H.A.) from a recognized University in India or abroad with 4 years of experience after Post Graduation in a reputed hospital in managerial capacity. Experience in Hospital Project Management is desirable.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

13) MEDICAL OFFICER 'D' (CENTRE FOR CANCER EPIDEMIOLOGY)

Level of Pay in the Pay Matrix	Level 11 (Pre-revised PB3, Rs.15600-39100+ GP 6600/-)
Initial Pay	Rs. 67700/- Level -11, Cell 1 + Applicable Allowances
Age : Upper Age Limit as on 07/08/2020	40 Yrs.
Qualification & Experience :	M.D. Community Medicine. Experience of working in Preventive Oncology, Research Publications in field of Public Health and knowledge of data analysis is desirable.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, Kharghar, Navi Mumbai

Reservation for Persons With Disability and Economically Weaker Sections (EWS) will be applicable as per rules of Government of India.

Last date for online application is 07/08/2020 upto 5.30 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. 14/08/2020.

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

GENERAL CONDITIONS:

1. Age & experience will be reckoned as on the last date of online application.
2. Reservation of posts under various categories shall be applicable as per Govt. Rules.
3. For inquiry: Candidates may email to recruitment@actrec.gov.in. No phone calls will be entertained.
4. **Age Relaxation:**
 - (a) Upper age is relaxable for persons belonging to Reserved Categories such as SC/ST/OBC/PWD/ Ex-serviceman & other categories as per the instructions of Govt. of India as under.

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- 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) (Ex-servicemen should submit their undertaking whether they have availed benefit of age relaxation as prescribed for Ex-Servicemen while securing another employment after retirement from Armed forces. If so, they are not eligible for such benefits.)

(b) 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.

5. **Application fee:**

- (a) Candidate shall pay the application fees of ₹ 300/- online by using Debit Card / Credit Card.
(b) **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.**
(c) **The application fee paid will not be refunded under any circumstances.**
6. **Candidates may be offered a higher or lower grade than what is advertised based on their working experience, research work record and overall assessment at the time of interview and recommendation of the Selection Committee.**

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 & 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 as per the needs of the units concerned as and when necessary.
9. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.

10. **Submission of Application:**

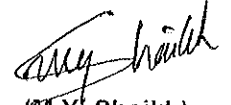
- (a) Candidate shall submit a recent passport size photograph, attested copies of following certificates as a proof of Date of Birth, Qualification, Experience, age relaxation for reserved category & person with Disability along with **the copy of online application form sealed covers superscribed as "POST APPLIED FOR – Advt. No.ACTREC/ADVT-A/2/2020 on or before the last date of receiving the application to the Administrative Officer, Advanced Centre for Treatment, Research & Education in Cancer, Sector – 22, Kharghar, Navi Mumbai – 410210. It is mandatory to submit a copy of online application along with copies of relevant certificates; otherwise the application will be rejected.** Address queries, if any to: E-mail - recruitment@actrec.gov.in

- (i) **Date of Birth:** Birth Certificate / School leaving certificate / S.S.C. passing certificate.

- (ii) **Educational Qualification:** Mark sheet & Passing Certificate of final examinations.
- (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 SC / ST, Non creamy layer certificate in case of OBC candidate is mandatory. **Formats are uploaded on ACTREC site.**
- (v) **Persons with Disability:** Physical Disability Certificate.
- (vi) **Economically Weaker Sections (EWS):** Valid Income and Asset certificate (in the format of Government of India is mandatory) **Format is uploaded on ACTREC website.**
- (b) **Through Proper Channel: Persons working under Central / State Government / Autonomous body / Semi Government Organizations and other Public Sector Undertakings must submit their application through the head of the organisation.**
- (c) Separate application should be submitted for each post.
11. **Referees:** Three Referees listed by the candidate should have been associated with the training or supervision of the candidate's work.
12. Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Skill test / Interview without assigning any reason thereof.
13. Tata Memorial Centre reserves the right to fix minimum eligibility standard / bench mark and restrict no. 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 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 / Skill test / Interview as well as selecting the candidates for final selection after Written test / 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.
14. Tata memorial Centre reserves the right to restrict the number of candidates called for the 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 test / skill test / interview.
15. In case it is found at any stage of recruitment that the candidate dose 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.
16. **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.
17. **Late and Incomplete applications will be summarily rejected. Canvassing in any form will disqualify the candidature.**

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18. Skype Interview can be arranged for the candidates presently working abroad subject to availability of the facility, if desired. Candidates seeking Skype Interview should submit photocopies of certificates attested by the present employer.
19. **Legal Jurisdiction for any dispute will be at Mumbai.**



(M.Y. Shaikh)
Administrative Officer