



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER (ACTREC)
Sector - 22, Kharghar, Navi Mumbai - 410 210
Email : recruitment@actrec.gov.in
Website: <https://actrec.gov.in>



No. ACTREC/ADVT-A-4/2023

August 23, 2023

POSITIONS AVAILABLE

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patient's 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) ASSISTANT ADMINISTRATIVE OFFICER (4-UR, 2-OBC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	40 years
Qualification & Experience :	Graduate from a recognized University. Degree OR Diploma in Personnel Management/ Human Resource Management / Healthcare Management from a reputed Institution. Essential Experience : Experience in Administration/Establishment matters/Recruitment etc. Candidates working in the Government / Autonomous Body/PSUs : should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above. Candidates working in Private Sector : should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs.71975/- p.m. and above. Candidates well versed with Government procedures will be preferred.
LOCATION	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

2) ASSISTANT ACCOUNTS OFFICER (1-SC, 1-OBC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	40 years
Qualification & Experience :	Experience in the Accounts Department dealing in Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. Candidates well versed with Government procedures will be preferred. A) Graduate from a recognized University. Degree OR Diploma in Financial Management from a reputed Institution. (ai) Candidates working in the Government / Autonomous Body/PSUs: should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above. (aii) Candidates working in Private Sector : should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs. 71975/- p.m. and above. OR B) Professional qualification of Chartered Accountant or ICWAI (bi) 3 years' experience post CA/ICWA OR (bii) 5 years' total experience pre or post CA/ICWA
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

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3) ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE) (1-UR,1-SC, 1-OBC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	40 years
Qualification & Experience :	<p>Graduate from a recognized University. Degree OR Diploma in Material Management from a reputed Institution.</p> <p>Essential Experience : Experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents etc. He/She should be well versed with customs clearance formalities, Purchase Information Systems and modern methods of Material Management.</p> <p>Candidates working in the Government / Autonomous Body/PSUs : should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p>Candidates working in Private Sector : should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs. 71975/- p.m. and above.</p> <p>Candidates well versed with Government procedures will be preferred.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

4) ASSISTANT ADMINISTRATIVE OFFICER (STORES) (1-UR)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	40 years
Qualification & Experience :	<p>Graduate from a recognized University. Degree OR Diploma in Material Management from a reputed Institution.</p> <p>Essential Experience : Experience of import of chemicals, laboratory and hospital equipment; purchase of drugs, surgical items, kits, reagents and its storage etc. He/She should be well versed with customs clearance formalities, Stores Information Systems and modern methods of Material Management.</p> <p>Candidates working in the Government / Autonomous Body/PSUs : should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p>Candidates working in Private Sector : should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs. 71975/- p.m. and above.</p> <p>Candidates well versed with Government procedures will be preferred.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI



5) ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE & STORES) (1-UR)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	40 years
Qualification & Experience :	<p>Graduate from a recognized University. Degree OR Diploma in Material Management from a reputed Institution.</p> <p>Essential Experience : Experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents etc. He/She should be well versed with customs clearance formalities, Purchase/Stores Information Systems and modern methods of Material Management.</p> <p>Candidates working in the Government / Autonomous Body/PSUs : should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p>Candidates working in Private Sector : should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Pay Matrix Level-6 / GP 4200 i.e. approximately Rs. 71975/- p.m. and above. Candidates well versed with Government procedures will be preferred.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

6) SCIENTIFIC ASSISTANT 'C' (NUCLEAR MEDICINE) (1-UR)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	35 years
Qualification & Experience :	<p>B.Sc. (Physics / Chemistry / Biology / Nuclear Medicine or equivalent) with D.F.I.T. / D.M.R.I.T. and passed RSO Level-II (Nuclear Medicine) examination conducted by RPAD/AERB. Candidate should have minimum 01 year' experience post qualification in the relevant filed.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

7) NURSE 'A' (FEMALE) (1-UR, 1-SC, 2-OBC)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	<p>General Nursing & Midwifery plus Diploma in Oncology Nursing with 01 year clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc. (Nursing) with 01 year clinical experience in minimum 50 bedded hospital.</p> <p>Clinical experience before post Basic B.Sc. shall also be considered. Candidates who have done Diploma in Nursing Oncology in TMC and served the entire bond period will be given relaxation in age by 05 (five) years.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Hepatitis B Vaccination should be completed. Working pattern will be 6 days a week. General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

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8) NURSE 'A' (5-UR, 2-ST, 3-OBC, 1-PWD)

Level of Pay in the Pay Matrix	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Initial Pay	Rs. 44,900/- Level 7, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	<p>General Nursing & Midwifery plus Diploma in Oncology Nursing with 01 year clinical experience in a 50 bedded hospital</p> <p>OR</p> <p>Basic or Post Basic B.Sc. (Nursing) with 01 year clinical experience in minimum 50 bedded hospital.</p> <p>Clinical experience before post Basic B.Sc. shall also be considered.</p> <p>Candidates who have done Diploma in Nursing Oncology in TMC and served the entire bond period will be given relaxation in age by 05 (five) years.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Hepatitis B Vaccination should be completed. Working pattern will be 6 days a week. General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

9) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE) (1-UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Initial Pay	Rs. 35400/- Level 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	<p>B.Sc. (Biochemistry / Chemistry / Botany / Zoology / Microbiology) with minimum 50% marks and degree or Diploma in Medical Laboratory Technology (DMLT)/Blood Bank Technology from a University recognized by Central/State Government and one year experience in a FDA licensed Blood Bank OR</p> <p>B.Sc. (MLT) with 50% marks and two years experience in a FDA licensed Blood Bank.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

10) SCIENTIFIC ASSISTANT 'B' (ANESTHESIA) (1-UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Initial Pay	Rs. 35400/- Level 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	<p>Qualification :</p> <p>B.Sc. with 50 % marks and one year certificate / Diploma course in ICU / OT Techniques / Respiratory therapy Techniques/Dialysis Techniques.</p> <p>OR</p> <p>Bachelor degree in paramedical Technology – OT Techniques / bachelor degree in Respiratory Therapy / or Equivalent with minimum 50 % marks in bachelor degree.</p> <p>Experience :</p> <p>One year work experience in ICU / OT Technician is desirable. Experience in Dialysis is desirable.</p>
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

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11) SCIENTIFIC ASSISTANT 'B' (DENTAL & PROSTHETICS SURGERY MECHANIC) (1-UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Initial Pay	Rs. 35400/- Level 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	B.Sc. (any subject) from a recognized University with minimum 50% marks AND Certificate / Diploma in Dental Mechanic course (2 years) from a dental college / institution recognized by the Dental Council of India with 01 year experience. Candidate should be registered under any State Dental Council or Dental Council of India, Delhi.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

12) SCIENTIFIC ASSISTANT 'B' (RADIATION ONCOLOGY) (1-UR, 1-ST)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Initial Pay	Rs. 35400/- Level 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	B.Sc. (Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy Technology from recognised Institute/ University approved by AERB with minimum 1 year' experience in modern Radiotherapy Technology OR B.Sc.(Radiotherapy Technology) – 3/4 years course from a recognized institute / university approved by AERB with 3 years experience in modern Radiotherapy Technology.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

13) SCIENTIFIC ASSISTANT 'B' (ANIMAL SCIENCES) (1-UR)

Level of Pay in the Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Initial Pay	Rs. 35400/- Level 6, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	(i) B.Sc. in Nuclear Medicine Technology with 50% marks and having one year' experience in Nuclear Medicine OR B.Sc. with 50% marks plus Diploma in Medical Radioisotope Technology (D.M.R.I.T.) and having one year' experience in Nuclear Medicine field. OR (ii) B.Sc. in any branch of Biological Sciences with 50% marks and having one year experience in a Laboratory and animal handling. 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.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

14) ASSISTANT SECURITY OFFICER (2-UR, 1-ST, 1-OBC)

Level of Pay in Pay Matrix	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]																								
Initial Pay	Rs. 35400/- Level 6, Cell 1 + Allowances applicable																								
Age: Upper Age Limit as on 22/09/2023	27 years Note: Ex-servicemen who were discharged or retired from the Armed Forces during the last 05 years shall only be eligible to apply.																								
Educational and other qualifications	a) Educational Qualification :																								
	1. Ex Servicemen : Qualification equivalent to graduation certificate from Armed Forces or from any recognized university. Ex-servicemen who have rendered minimum 15 years of service with rank of Havildar/Sergeant/Petty Officer or above.																								
	2. For Civilian Candidates : Graduation from a recognized University and should be in possession of NCC 'C' certificate Candidate with work experience of minimum 5 years as Security Officer / Security Supervisor / Security Assistant in a large Civil Organization / Hotel / Hospital / Airport with good Public Relations qualities.																								
	b) Minimum Height :																								
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Category</th> <th>Height in cms.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General</td> <td>167</td> </tr> <tr> <td>2.</td> <td>Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.</td> <td>165</td> </tr> <tr> <td>3.</td> <td>Candidates belonging to ST</td> <td>162.5</td> </tr> </tbody> </table>							Sr. No.	Category	Height in cms.	1.	General	167	2.	Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.	165	3.	Candidates belonging to ST	162.5						
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	Sr. No.	Category	In cms.																						
			Unexpanded	Expanded																					
	1.	General	80	85																					
2.	Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions of J&K, North Eastern States and Sikkim.	80	85																						
3.	Candidates belonging to ST	77	82																						
d) Applicant should possess valid Driving License for LMV and Two wheelers.																									
e) Furnishing copies of Discharge Book and Driving License while applying is mandatory.																									
Selection Method : Physical Test, Written Examination & Skill Test																									
Physical Test :																									
Event	Category	Timing	Event	Age Group	Nos.	Event	Age Group	Nos.																	
100 meters run	Ex-Servicemen	20 seconds	Push ups	Up to 30 yrs	08-09	Sit ups	Up to 30 yrs	25-29																	
				31 – 40 yrs	06-07		31 – 40 yrs	20-24																	
				41 – 45 yrs.	05-06		41 – 45 yrs.	15-19																	
	Civilians	16 seconds		Above 45 yrs.	02-03		Above 45 yrs.	10-14																	
				Candidates who qualify in Physical Test will be allowed to appear for Written Examination followed by Skill Test																					
Location			ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI																						

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15) PHARMACIST 'B' (1-UR)

Level of Pay in the Pay Matrix	Level 5 [Pre-revised PB-1, Rs.5200-20200 + 2800 GP]
Initial Pay	Rs. 29200 /- Level 5, Cell 1 + Allowances applicable
Age: Upper Age Limit as on 22/09/2023	30 years
Qualification & Experience :	Educational Qualification : B. Pharm OR D. Pharm Registration with State Pharmacy Council with duly allotted Registration Number is mandatory. Essential Experience : For B. Pharm : Minimum 01 year experience For D. Pharm : Minimum 03 years' experience Experience in Dispensary / Pharmacy of the Hospital having minimum 200 beds is essential. Experience of working on computerized system is desirable. Candidate should be prepared to work in shift duties, including night shift.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

16) TECHNICIAN 'C' (NETWORKING) (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 22/09/2023	30 years
Qualification & Experience :	Diploma in Electronics/Computer Engineering or Graduate in Computer Science OR any other graduate with at least one year' certificate course in Computer Technology from a reputed institute and having professional CCNA certification. Diploma or Graduation should be from a Government Recognized Board/University. Candidate should have minimum 3 years of hands on work experience in configuration / trouble shooting / maintaining large IT i-series (AS/400) System operations. Additionally Administration of window server (ADS,DNS,IIS etc.), IBM Tivoli facility management server, antivirus server, email server is essential. Candidate should be proficient in configuration and troubleshooting of various network equipments like L2 and L3 switches, routers, Wi-Fi Networking components etc. Candidates should be conversant with network security and firewall. Candidate having prior relevant experience of working in Healthcare industry will be preferred.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

17) 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 22/09/2023	27 years
Qualification & Experience :	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. Minimum one year Secretarial experience in a reputed organization is essential. Preference will be given to candidates having Diploma in Secretarial Courses.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

18) TECHNICIAN 'A' (CRI LAB) (1-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 22/09/2023	27 years
Qualification & Experience :	H. S.C. in Science from recognized institute. One year' experience in handling day to day activities of Biology Research Laboratory. Knowledge of Glassware cleaning, cleaning of laboratory equipment's and areas. He/she should be able to help with buffer preparation and reagents as and when required.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

19) TECHNICIAN 'A' (CARPENTER) (1-SC)

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 22/09/2023	27 years
Qualification & Experience :	S.S.C. plus I.T.I. (Carpenter) full time course from Government Recognized Institute with 3 years experience after I.T.I. or 2 years' after I.T.I. plus N.C.T.V.T. in Carpentry maintenance works in hospital / Institutional /Commercial / Residential buildings.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

20) TECHNICIAN 'A' (PHOTOGRAPHY) (1-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 22/09/2023	27 years
Qualification & Experience :	12 th Std (in any stream) and Diploma of one year in Commercial Arts from Government recognized Institute with three years experience in Clinical Photography and digital studio Photography – indoor & outdoor. The candidate should have knowledge of operating high end scanner for transparency, x-ray sheets, color correction. Handling of NXCAM Digital video camcorder and editing of the video, knowledge of photo and video working in operation theatres. He should be able to work on Desktop publishing software such as Indesign, Adobe photoshop & Illustrator, page lay outing job in design for various reports is must.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

21) TECHNICIAN 'A' (AIR CONDITIONING) (1-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 22/09/2023	27 years
Qualification & Experience :	10 th Std. plus ITI (Air Conditioning) with 2 year full time course from Government recognized institute. Candidates should have 3 years' experience after ITI OR 2 years' experience after ITI plus NCTVT in Air conditioning field as a technician in Hospital, commercial establishment and institutional complex or industrial projects. Candidate shall have knowledge of basic AC systems, Central AC system and electrical works related to it.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

22) LOWER DIVISION CLERK (1-ST, 1-OBC)

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 22/09/2023	27 years
Qualification & Experience :	Graduate from a recognized University. Candidate should have knowledge of Microsoft Office. Candidates should have minimum 01 year work experience.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

23) COOK 'A' (1-JR)

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 22/09/2023	27 years
Qualification & Experience :	10 th Std. plus compulsory certified craft course in Food Production, Bakery or Cookery with minimum 2 years experience or post qualification apprenticeship in food production department in 3 or 5 star hotel.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI

24) ATTENDANT (2-JR, 1-SC, 1-OBC)

Level of Pay in the Pay Matrix	Level 1 [Pre-revised PB-1, Rs.5200-20200 + 1800 GP]
Initial Pay	Rs.18000/- Level 1, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	25 years
Qualification & Experience :	Matriculation or equivalent pass from recognized board. Candidate should have minimum one year' experience in Filing, Record Keeping, Dispatch work, Operating photocopy machine, Helping in office work, Dusting and Cleaning etc.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR NAVI MUMBAI.

25) TRADE HELPER (12-JR, 2-SC, 1-ST, 3-OBC)

Level of Pay in the Pay Matrix	Level 1 [Pre-revised PB-1, Rs.5200-20200 + 1800 GP]
Initial Pay	Rs.18000/- Level 1, Cell 1 + Allowances Applicable
Age: Upper Age Limit as on 22/09/2023	25 years
Qualification & Experience :	Matriculation or equivalent pass from recognized board. Candidate should have at least one year' experience in maintenance, cleaning and upkeep of equipments in Operation Theatre / ICU / Diagnostics Services / Laboratory / Engineering etc. Miscellaneous Office Works etc.
Location	ACTREC, TATA MEMORIAL CENTRE, KHARGHAR NAVI MUMBAI.

GENERAL CONDITIONS :

- a. Last date for online application is 22/09/2023 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.**

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- 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 : 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 site.**
 - 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.
- m. Age & experience will be reckoned as on 22/09/2023. 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 :
- Candidate shall pay the application fee of Rs.300/- online using Debit Card / Credit Card
 - 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.
 - 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 :
- Allowances : In addition to pay, other allowances including DA, HRA, TA etc. will be admissible as per the prevailing rules of TMC.
 - 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.
 - Medical Facility : Will be admissible as per the prevailing rules of TMC.
 - Accommodation : Residential accommodation will be provided subject to availability.
 - 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, BBCI, 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)
Sr. Administrative Officer,
ACTREC