



**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-1/2025

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. MEDICAL OFFICER 'E' (PLASTIC SURGERY) (1-UR)**

<b>Level of Pay in the Pay Matrix</b>	Level 12 (Pre-revised PB-3, Rs.15600-39100+ GP 7600/-)
<b>Initial Pay</b>	Rs. 78800/- Level -12, Cell 1 + Allowances applicable.
<b>Age: Upper Age Limit as on 13/03/2025</b>	45 Years
<b>Qualification &amp; Experience:</b>	<b>Essential Qualification:</b> M. Ch. / D.N.B. (Plastic Surgery) or equivalent postgraduate degree recognized by National Medical Commission  <b>Essential Experience:</b> Minimum one year' experience in Onco-reconstruction and Microvascular Surgery either during M. Ch training or Post M. Ch.  The Academic designation such as Assistant Professor, Associate Professor, Professor etc. will be conferred to the candidates after joining TMC as per the National Medical Commission norms.
<b>Location</b>	<b>ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI</b>

**2. ASSISTANT MEDICAL SUPERINTENDENT II (1-UR)**

<b>Level of Pay in the Pay Matrix</b>	Level 12 (Pre-revised PB-3, Rs.15600-39100 + GP 7600/-)
<b>Initial Pay</b>	Rs. 78800/- Level -12, Cell 1 + Allowances Applicable
<b>Age: Upper Age Limit as on 13/03/2025</b>	45 Years
<b>Qualification &amp; Experience:</b>	<b>Essential Qualification:</b> M.B.B.S. or B.D.S. from a recognized university in India OR a Medical qualification included in the First Schedule or Second Schedule or Part II of the Third Schedule of the Indian Medical Council Act, 1956. (Persons possessing qualifications included in Part II of Third schedule should also fulfil the conditions specified in Section 13(3) of the Act)  AND a) A Postgraduate qualification such as MD or DNB in Hospital/ Healthcare Administration or a recognized equivalent qualification, with 3 years' experience in Hospital Administration, after obtaining the P.G. Degree in hospitals with minimum 100 beds.  OR b) A Full Time M.H.A. (Masters in Hospital / Healthcare Administration / Management) or a Full Time M.B.A. or a Full Time Post Graduate Degree recognized as equivalent to MBA by AICTE / AIU with 4 years' experience in Hospital Administration, after obtaining the P.G. Degree, in hospitals with minimum 100 beds.
<b>Location</b>	<b>ACTREC, TATA MEMORIAL CENTRE, KHARGHAR, NAVI MUMBAI</b>

**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 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 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.

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. <b>Formats are uploaded on TMC-ACTREC site.</b>
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 / Written Examination, failing which they shall not be allowed to appear for Interview / Written Examination.
  - (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 Interview / Written Examination 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 Interview / Written Examination as well as selecting the candidates for final selection after Interview / Written Examination. 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 Interview / Written Examination 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 / Written Examination.
  - (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 Interview / Written Examination 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](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.**  
 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, BBCI, 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**