



**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)



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

No. ACTREC/ADVT- 1/2018

3<sup>rd</sup> April, 2018

### 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' (4 – UR)

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	
Age : Upper Age Limit as on 04.05.2018	45 Yrs.	
Qualification & Experience :	Essential	Ph.D. or MD/Ph.D. in the area of cancer Immunotherapy, Tumour Microenvironment and Hypoxia, Computational Biology and Bioinformatics or any other relevant field of Cancer Biology. At least four years post MD/Ph.D. research experience With excellent publications. The successful candidates are expected to conduct independent, innovative basic and translational research and contribute to the academic mission of ACTREC/TMC. The positions also offer ample opportunities for close collaboration with clinicians/scientists in a thriving world class tertiary cancer hospital.

#### 2) SCIENTIFIC OFFICER 'D' (4 - UR)

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	
Age : Upper Age Limit as on 04.05.2018	40 Yrs.	
Qualification & Experience :	Essential	Ph.D. or M.D./Ph.D. in any relevant field of Cancer Biology. At least one year post MD/Ph.D. research experience with excellent publications. The successful candidates are expected to conduct innovative basic and translational research and contribute to the academic mission of ACTREC/TMC. The positions also offer ample opportunities for close collaboration with clinicians/scientists in a thriving world class tertiary cancer hospital.

**3) SCIENTIFIC OFFICER 'D' (DENTAL SERVICES) (1- UR)**

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	
Age : Upper Age Limit as on 04.05.2018	40 Yrs.	
Qualification & Experience :	Essential	MDS (Prosthetics Dentistry) (or equivalent) recognised by DCI with two years experience after MDS. Experience in Maxillo Facial Prosthetics work would be desirable. Additional qualification in the field of masillofacial prosthetics will be advantageous.

**4) PURCHASE OFFICER (1 – UR)**

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	
Age : Upper Age Limit as on 04.05.2018	40 Yrs.	
Qualification & Experience :	Essential	Graduate in any discipline with a Post Graduate Degree/Diploma in Material Management from a reputed institution. The candidate should have five years relevant experience in supervisory capacity in the Level 9 in the Pay Matrix (pre-revised Grade pay of Rs.5400/-) or ten years experience in the pay Level 8 in Pay Matrix or combine eight years experience in the Pay Level 9 and Pay Level 8 in a purchase Unit of Government/Autonomous Body or R & D Institution/Large Hospital/Commercial Undertaking and dealing with import 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 purchases.  In case of private sector the candidate should have minimum 8 years experience in Managerial position.

**5) ASSISTANT NURSING SUPERINTENDENT - (1 - UR)**

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)	
Initial Pay	Rs. 56100/- Level -10, Cell 1	
Age : Upper Age Limit as on 04.05.2018	40 Yrs.	
Qualification & Experience :	Essential	M.Sc. (Nursing) with three years experience OR B.Sc. (Nursing) with five years experience out of which minimum two years experience in Clinical Field.
	Preferred	Preference will be given to the candidates having administrative experience.

**6) SCIENTIFIC OFFICER 'C' (CYTOGENETICS) (1 - UR)**

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)	
Initial Pay	Rs. 56100/- Level -10, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	M.Sc. from a recognized University with minimum 50% marks in Zoology / Medical or Human Genetics / Biochemistry/ Molecular Biology/ Botany / Microbiology / Biotechnology / Life Sciences / Applied Biology/Cytogenetics. Candidates should have minimum two years experience in Cytogenetic laboratory of which one year experience should be in Cancer Cytogenetic. Candidate should be well versed with Quality Assurance programme in laboratories.
	Preferred	Candidates with good publications will be preferred.

**7) PROGRAMMER 'C' (2 - UR)**

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)	
Initial Pay	Rs. 56100/- Level -10, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	B.E. (Computer Science / IT) / M.Sc. (Computer Science / IT) / MCS / MCA with minimum 50% marks from a Govt. recognized University. Minimum three years programming experience in a Client / Server environment using Visual Basic / NET Technology. Candidates must have good practical knowledge of SQL, Crystal Report and RDBMS. Working knowledge of AS / 400, DB2, Web Technology / Web Development Tools, skills on ASP / VB Script, JAVA, JAVA script etc. is advantageous preferable. Candidates having prior relevant experience of working of Healthcare industry will be preferred. Candidates with B.E.(Computer Science / IT)/MCS/MCA or equivalent degree from a Govt. Recognized University with less than three years experience will be considered for lower grade.

**8) MEDICAL PHYSICIST 'C' (1 - UR)**

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)	
Initial Pay	Rs. 56100/- Level -10, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	M.Sc. (Physics) and Diploma in Radiological Physics Experience with advanced computerised treatment planning system and other state-of-art technology will be essential.

**9) ENGINEER 'C' (CIVIL) (1-UR)**

Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)	
Initial Pay	Rs. 56100/- Level -10, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	Full time B.E./B. Tech in Civil Engineering with 50% marks from AICTE approved colleges/university. Candidate should have seven years post qualification experience in construction & maintenance of multi storey buildings.
	Preferred	The candidate having proficiency in estimation, budgeting, tendering, CPWD work procedures, MS Office, project management, coordination with Civil, MEP & HVAC works will be preferred. The candidate would be responsible for co-ordinating and organizing the functions of construction & maintenance works of ACTREC. Knowledge in quantity survey, estimation, tendering and billing in Govt. set up is preferable.

**10) ASSISTANT ADMINISTRATIVE OFFICER (1 - UR, 1 - OBC)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900/- Level -7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	Graduate in any discipline with a full time Post Graduate degree/Diploma (minimum one year) in Personnel Management/Human Resources Management or equivalent from a recognised institution with at least three years relevant experience in the pay Level 6 in the Pay Matrix (Pre-revised PB-2 Rs.9300-34800 plus GP Rs.4200/-) or equivalent in a supervisory capacity.
	Preferred	Preference will be given to the candidates who have work experience of Central Govt. Institutions, Public Sector Undertaking, Autonomous Body or Large Hospitals dealing with <b>HRD, Administration, Contract Labour matters</b> etc.

**11) ASSISTANT ACCOUNTS OFFICER (1- UR)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900/- Level -7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	ICWAI/FCA/full time MBA (Finance) with three years experience or Full Time Post Graduate in commerce from recognised institution with five years experience or passed SAS or equivalent examination having minimum three years relevant experience in the pay Level 6 in the Pay Matrix (Pre revised PB-2 Rs.9300-34800 plus GP Rs.4200/-) or equivalent in a supervisory capacity.
	Preferred	Preference will be given to candidates who have work experience of Central Govt. Institutions, Public Sector Undertakings, Autonomous Body or Large Hospitals.

**12) ASSISTANT PURCHASE OFFICER (1- OBC)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900/- Level -7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	35 Yrs.	
Qualification & Experience :	Essential	Graduate in any discipline with full time Post Graduate Degree / Diploma (minimum one year) in Material Management or equivalent from a recognised Institution with at least three years relevant experience in PB-2 Rs.9300-34800 plus GP Rs.4200/- or equivalent in supervisory capacity and dealing with import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents etc.
	Preferred	Candidate having knowledge of Computer Applications in Material Management with exposure to Purchase procedures, custom clearance formalities, Purchase Information System and modern methods of purchase will be preferred. Preference will be given to the candidate who have work experience of Central Govt. Institutions, Public Sector Undertaking or Autonomous Body. Preference will also be given those who have experience in Hospital environment.

**13) JR. ENGINEER (CIVIL) (1 - OBC)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900 Level -7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	First Class Diploma in Civil Engineering (Full Time course, three years after SSC OR two years after HSC) from Institutes approved by State Board of Technical Examination with five years post qualification experience with an established firm in building construction, Supervision, quantity survey, estimation, drawing, tendering, billing of construction. of multi-storeyed buildings.
	Preferred	

**14) JR. ENGINEER (MECHANICAL) (1 – OBC)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900 Level -7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	First Class Diploma in Mechanical (Full Time Course, three Years after SSC OR two Years after HSC) from State Board of Technical Examination. Candidate should have five years post qualification experience in air conditioning system, chillers, low temperature facilities, DG sets, structural steel fabrication, billing, tendering, estimation etc.
	Preferred	Preference will be given to candidates having experience of fire fighting system.

**15) JR. ENGINEER (ELECTRICAL) (1 –OBC)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900 Level - 7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	First Class Diploma in Electrical Engineering (Full Time Course, three Years after SSC OR two years after HSC) from State Board of Technical Examination with five years post qualification experience in HT/LT electrical distribution, transformers, cabling, wiring, communication system, CCTV, DG sets etc.
	Preferred	Preference will be given to candidates having experience of fire alarm system.

**16) NURSE 'A' (3 - OBC, 1 - SC)**

Level of Pay in the Pay Matrix	Level 7 (Pre-revised PB2, Rs.9300-34800 + GP 4600/-)	
Initial Pay	Rs.44900 Level - 7, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	General Nursing & Midwifery plus Diploma in Oncology Nursing with two years clinical experience OR Basic or Post Basic B.Sc.(Nursing) with two years clinical experience. Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Candidates who have done Diploma in Nursing Oncology and served the entire bond period will be given relaxation in age by five years. Hepatitis Vaccination should be completed. Working pattern will be six days a week. General Nursing & Midwifery & Basic or Post Basic B.Sc. (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.
	Preferred	

**17) SCIENTIFIC ASSISTANT 'B' (CRI LABS) (3 – UR, 2 – 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	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	B.Sc. (Biochemistry / Chemistry / Microbiology/Life Sciences/ Biotech) with 50% plus DMLT from recognized institute with 50% marks. Minimum one year work experience after DMLT, preferably in a Research Laboratory.
	Preferred	

**18) SCIENTIFIC ASSISTANT 'B' (PHYSIOTHERAPY SERVICES) (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	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	B.Sc. (Physiotherapy) with 50% from recognized University with minimum one year experience.
	Preferred	Preference will be given to persons having experience of ICU.

### 19) TECHNICIAN 'C' (BMT) (1-UR)

Level of Pay in the Pay Matrix	Level 4 (Pre-revised PB1, Rs.5200-20200 + GP 2400/-)	
Initial Pay	Rs.25500 Level 4, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 years	
Qualification & Experience :	Essential	H.S.C. plus DMLT from a recognized Institute. One year experience in peripheral stem cell collection, Bone Marrow Harvest and Cryopreservation required.

### 20) NETWORKING TECHNICIAN 'C' (1 – OBC)

Level of Pay in the Pay Matrix	Level 4 (Pre-revised PB1, Rs.5200-20200 + GP 2400/-)	
Initial Pay	Rs.25500 Level 4, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	H.S.C. plus three years full time Diploma in Hardware and networking from a AICTE approved colleges OR Graduate in Computer Science with at least 50% aggregate marks. Degree/Diploma should be from recognised University. Minimum six years hands on experience ( <b>Teaching experience will not be considered</b> ) in install, maintain and troubleshoot of Local Area Networks, data communications equipment., Lan connections, cabling and other related active and passive components of networking.

### 21) TECHNICIAN 'A' ( PUMP OPERATOR) (1 – OBC)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP 1900/-)	
Initial Pay	Rs.19900 Level -2, Cell 1	
Age : Upper Age Limit as on 04.05.2018	27 Yrs.	
Qualification & Experience :	Essential	SSC plus two years full time ITI course in Electrical/Fitter from Government Recognised Institute with one year experience in operation of overhead pumps of larger capacity of a big campus, maintenance of automatic level controller, pumps, water pipe lines etc.
	Preferred	Preference will be given to candidates having experience in welding, plumbing and fire hydrant pump lines.

### 22) TECHNICIAN 'A' : (LAB ANIMAL FACILITIES) (1- ST, 1-OBC)

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP 1900/-)	
Initial Pay	Rs.19900 Level -2, Cell 1	
Age : Upper Age Limit as on 04.05.2018	27 years	
Qualification & Experience :	Essential:	S.S.C. with 50% marks or H.S.C. one year experience in handling experimental animals.
	Preferred	Persons with formal training certificate will be preferred.



**23) LOWER DIVISION CLERK – (1-OBC)**

Level of Pay in the Pay Matrix	Level 2 (Pre-revised PB1, Rs.5200-20200 + GP 1900/-)	
Initial Pay	Rs.19900 Level -2, Cell 1	
Age : Upper Age Limit as on 04.05.2018	27 years	
Qualification & Experience:	<b>Essential:</b>	H.S.C. plus MSCIT / Minimum three months Certificate Course in computer applications like MS office or equivalent from Central / State Government recognized Institute with minimum one year clerical work experience. Candidate should have good communication skills and proficient in MS office. Drafting letters & good typing speed in English.
	<b>Preferred:</b>	Preference will be given to Graduate candidates.

**24) SECURITY GUARD ( 3 – UR, 1- SC)**

Level of Pay in the Pay Matrix	Level 1 (Pre-revised PB1, Rs.5200-20200 + GP 1800/-)	
Initial Pay	Rs.18000 Level -1, Cell 1	
Age : Upper Age Limit as on 04.05.2018	27 years	
Qualification & Experience :	Essential:	S.S.C. from a recognized board. Three years working experience of watch and ward / security guard etc. in a reputed service organization / Govt. Department / PSU / Ex- serviceman of Paramilitary / Indian forces.
	Preferred	Preference will be given to Ex-servicemen and Graduate candidates.
Physical Fitness	Height	165 cms (minimum)
	weight	50 kgs (minimum)
	Chest	81 cms (normal) and 86 cms (expansion)
	Vision	Normal without glasses (6/6), No colour blindness

**(A) SPECIAL RECRUITMENT DRIVE FOR SCHEDULED TRIBES (ST)****1) TECHNICIAN 'C' (RADIODIAGNOSIS) : (1 ST)**

Level of Pay in the Pay Matrix	Level 4 (Pre-revised PB1, Rs.5200-20200 + GP 2400/-)	
Initial Pay	Rs.25500 Level 4, Cell 1	
Age : Upper Age Limit as on 04.05.2018	30 Yrs.	
Qualification & Experience :	Essential	H.S.C. with 50 % marks plus minimum one year Diploma in Medical Radiology /Medical Imaging Technology or equivalent with two years experience.
	Preferred	Experience in CR / MRI will be preferred.

Reservation for Persons With Disability will be applicable as per rules of Government of India.

Last date for online application is **04.05.2018** upto 5.45 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. **11.05.2018**.

**It is mandatory to submit online application only.** 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 **04.05.2018**.
2. **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.

SC / ST	:	05 years
OBC	:	03 years
PWD	:	10 years (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)
- Age relaxation maximum by 5 years for Departmental candidates, candidates with additional qualification and higher experience and candidates working in TMC on temporary basis/on projects/on contract basis.**
3. **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 (1<sup>st</sup> 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.**
4. **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.**
5. **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) **Medical Facility:** Will be admissible as per the prevailing rules of TMC.
  - (c) **Accommodation:** Residential accommodation will be provided subject to availability.
  - (d) **Retirement Benefits:** All are eligible for retirement benefits and pension under the New Pension Scheme.
6. Candidates appointed will be rotated in any Units of TMC as per the needs of the units concerned as and when necessary.
7. **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 on or before the last date of receiving the application to the **Sr. 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 candidature will be treated as cancelled.**
    - (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.

(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 proper channel.**

(c) Separate application should be submitted for each post.

8. **Referees:** Three Referees listed by the candidates should have been associated with the training or supervision of the candidate's work (For Sr. No.1 to 12).
9. 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.
10. 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.
11. 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.
12. 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.
13. **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.
14. **Late and Incomplete application will be summarily rejected. Canvassing in any form will disqualify the candidature.**
15. **Legal Jurisdiction for any dispute will be at Mumbai.**

(Umeshkumar V. Mote)  
Sr. Administrative Officer