



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: [www.actrec.gov.in](http://www.actrec.gov.in)



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

No. ACTREC/ADVT-A-4/2019

14<sup>th</sup> August, 2019

**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' (CANCER CYTOGENETIC LAB.) ( 1 - 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 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	45 Yrs.
Qualification & Experience :	M.D./Ph.D. in Applied Biology/Biotechnology/Life Sciences/Biochemistry/Zoology/Microbiology OR related field from a recognized University with minimum 03 years experience after M.D./Ph.D. in Cancer Cytogenetic area is essential. <b>Candidates with less than 3 years experience after M.D./Ph.D. will be considered for lower grade if there are no suitably experienced candidates.</b>

**2) MEDICAL PHYSICIST 'E' (5 - 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 + Allowances Applicable
Age : Upper Age Limit as on 20.09.2019	45 Yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC OR Equivalent AERB approved qualifications <b>with 10 years experience in advanced computerized treatment planning systems and other state-of-the-art technology.</b>

**3) MEDICAL PHYSICIST 'D' (5 - 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 + Allowances Applicable
Age : Upper Age Limit as on 20.09.2019	40 Yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC OR Equivalent AERB approved qualifications <b>with 05 years experience in advanced computerized treatment planning systems and other state-of-the-art technology.</b>

**4) SCIENTIFIC OFFICER 'D' (BIOINFORMATICS) ( 2 - 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 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	40 Yrs.
Qualification & Experience :	<p>Ph.D. (with minimum 1 year experience) in Computational Biology / Bioinformatics / Computer Science.</p> <ol style="list-style-type: none"><li>1. Proven proficiency in one or more programming languages such as Python or Perl or Java or R is required. (a link of your code on github or equivalent is required with your application)</li><li>2. Proficiency with relational databases is desirable and proficiency with UNIX environment and bash scripting is required.</li></ol> <p>Candidates with M.Sc. and experience in field of next-generation sequencing based analytics may be considered at a lower grade. However candidates should fulfil criteria given at Sr. No. 1 and 2.</p> <p>The candidate should be able to design and implement analytical solutions in clinical diagnostics, analyze large-scale genomic data, work in the cloud computing environment and develop computational pipelines to support continued expansions of next-generation sequencing (NGS) methods.</p>

**5) SCIENTIFIC OFFICER 'D' (NUCLEAR MEDICINE) (RADIATION SAFETY OFFICER LEVEL III) (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 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	40 Yrs.
Qualification & Experience :	<p>M.Sc. plus D.M.R.I.T. / P.G.D.F.I.T. or M.Sc. Nuclear Medicine and passed the RSO exam of RPAD / AERB with previous experience in PET / CECT of one-year post qualification. A Minimum of 7 years of experience post PGDFIT / DMRIT / MSC NUCL MED, is required. Certificate of RSO level III of Nuclear Medicine will be required for consideration of RSO level III Nuclear Medicine in Grade E and 7 years for Grade D.</p>

**6) SCIENTIFIC OFFICER 'D' (NUCLEAR MEDICINE) (2 - 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 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	40 Yrs.
Qualification & Experience :	<p>M.Sc. plus D.M.R.I.T. / P.G.D.F.I.T. or M.Sc. Nuclear Medicine and passed the RSO exam of RPAD / AERB with previous experience in PET / CECT of one year post qualification. A Minimum of 7 years of experience post PGDFIT / DMRIT / M.Sc. Nuclear Medicine is required.</p>



**7) SCIENTIFIC OFFICER 'D' (RADIOPHARMACIST) - (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 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	40 Yrs.
Qualification & Experience :	M.Sc. Chemistry/Biochemistry (with DMRIT / PGDFIT / MSC NUCL MED) with experience in Radiopharmaceutical formulation in a hospital radiopharmacy or similar facility; will be required to be considered as Radiopharmacists. Ph.D. holder will be preferred. Candidate should have passed the RSO examination conducted by RPAD / AERB. A minimum of 7 years experience is required post M.Sc. Chemistry/Biochemistry (with DMRIT / PGDFIT / M.Sc. Nuclear Medicine)

**8) SCIENTIFIC OFFICER 'C' (NUCLEAR MEDICINE) (RADIATION SAFETY OFFICER LEVEL - II) (1 - UR)**

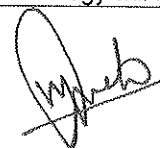
Level of Pay in the Pay Matrix	Level 10 (Pre-revised PB3, Rs.15600-39100+ GP 5400/-)
Initial Pay	Rs. 56100/- Level -10, Cell 1 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	35 Yrs.
Qualification & Experience :	M.Sc. plus D.M.R.I.T. / P.G.D.F.I.T. or M.Sc. Nuclear Medicine and passed the RSO exam of RPAD / AERB with previous experience in PET / CECT of one year post qualification. Certificate of RSO level II of Nuclear Medicine will be required for consideration of RSO level II Nuclear Medicine.

**9) SCIENTIFIC OFFICER 'C' (NUCLEAR MEDICINE) (1 - OBC)**

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+ Allowances applicable
Age : Upper Age Limit as on 20.09.2019	35 Yrs.
Qualification & Experience :	M.Sc. plus D.M.R.I.T. / P.G.D.F.I.T. or M.Sc. Nuclear Medicine and passed the RSO exam of RPAD / AERB with previous experience in PET / CECT & hybrid imaging with one year post qualification.

**10) MEDICAL PHYSICIST 'C' (3-UR, 1-OBC, 1-SC)**

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 + Allowances Applicable
Age : Upper Age Limit as on 20.09.2019	35 Yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC OR Equivalent AERB approved qualifications. Experience with advanced computerized treatment planning systems and other state-of-the-art technology will be essential.



**11) SCIENTIFIC OFFICER 'C' (CLINICAL RESEARCH CO-ORDINATOR) (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 + Allowances Applicable
Age : Upper Age Limit as on 20.09.2019	40 Yrs.
Qualification & Experience :	M.Sc. / B.A.M.S. / B.H.M.S./or equivalent qualification. Degree / Diploma in Clinical Research is mandatory. Minimum 5 years of Clinical Research experience. Oncology experience preferred. Candidate should have experience of working on at least 5 clinical trials (Proof required).
	The candidate is expected to support researchers in ACTREC in the conduct of clinical trials and other clinical research. He / She is expected to have good knowledge of regulatory norms, GCP, ethical conduct, protocol writing, designing case record forms, designing informed consent forms, etc. Some knowledge of statistical software is desirable.

**12) NURSE 'A' (FEMALE) (50 – UR, 30 – OBC, 20 – SC, 8 – ST, 02 – PWD, 8 - EWS)**

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 + Allowances applicable
Age : Upper Age Limit as on 20.09.2019	30 Yrs.
Qualification & Experience :	General Nursing & Midwifery plus Diploma in Oncology Nursing with 2 years clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with 2 years clinical experience in minimum 50 bedded hospital. Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Candidates who have done Diploma in Nursing Oncology in TMC and served the entire bond period will be given relaxation in age by 5 years. Hepatitis 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.

**13) NURSE 'A' (10 – UR, 3 – OBC, 2 – SC, 1 ST, 5-EWS)**

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 + Allowances Applicable
Age : Upper Age Limit as on 20.09.2019	30 Yrs.
Qualification & Experience :	General Nursing & Midwifery plus Diploma in Oncology Nursing with 2 years clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with 2 years clinical experience in minimum 50 bedded hospital. Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Candidates who have done Diploma in Nursing Oncology in TMC and served the entire bond period will be given relaxation in age by 5 years. Hepatitis 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.



**14) 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 + Allowances Applicable	
Age : Upper Age Limit as on 20.09.2019	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.

**15) SCIENTIFIC ASSISTANT 'B' (RADIATION ONCOLOGY) (3 - UR, 3 - OBC)**

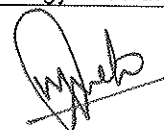
Level of Pay in the Pay Matrix	Level 6 (Pre-revised PB2, Rs.9300-34800+ GP 4200/-)
Initial Pay	Rs. 35400/- Level -6, Cell 1 + Allowances Applicable
Age : Upper Age Limit as on 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. (Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy 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.

**16) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE) (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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. (Biochemistry / Chemistry / Botany / Zoology / Microbiology) with minimum 50% marks and degree or Diploma in Medical Laboratory Technology (M.L.T.) from a University recognized by Central/State Government and one year experience in a FDA licensed Blood Bank OR B.SC (MLT) with 50% marks and two years experience in a FDA licensed Blood Bank.

**17) SCIENTIFIC ASSISTANT 'B' (HEMATOPATHOLOGY) (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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. in Biological Sciences including Biotechnology with 50% marks and Degree or Diploma in Medical Laboratory Technology or equivalent from a Government recognized Institute with minimum one year working experience in busy Haematopathology Laboratory. Preference will be given to those having additional qualifications with M.Sc. and experience in flow Cytometry OR B.SC (MLT) with 50% marks and two years experience in busy Haematopathology Laboratory.



**18) SCIENTIFIC ASSISTANT 'B' (ANESTHESIA) (2 – UR, 1 – OBC, 1 - ST)**

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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. with 50 % marks and one year certificate / Diploma course in ICU / OT Techniques / Respiratory therapy Techniques. One year work experience in ICU / OT Technician is desirable. <b>OR</b> Bachelor degree in paramedical Technology – OT Techniques / bachelor degree in Respiratory Therapy / or Equivalent with minimum 50 % marks in bachelor degree. One year work experience in ICU / OT Technician is desirable. <b>OR</b> B.Sc. with 50 % marks and one year work experience as ICU / OT Technician in a reputed Hospital is mandatory.

**19) SCIENTIFIC ASSISTANT 'B' (SURGICAL PATHOLOGY) (1 – UR, 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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc.(Botany / Zoology / Chemistry / Applied Biology / Biotechnology ) from a recognized University with minimum 50% marks and D.M.L.T. (Diploma in Medical Lab. Technology) from a Government recognized Institute. Candidate should possess basic computer skills and Good working knowledge of English. Experience in Surgical Pathology Laboratory and /or Cytopathology Laboratory is desirable.

**20) SCIENTIFIC ASSISTANT 'B' (NUCLEAR MEDICINE) (2 – UR, 1- OBC, 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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. + DMRIT / PGDFIT and passed the RSO exam of RPAD / AERB with minimum one year experience in PET / CECT and hybrid imaging. Candidates with M.Sc. Nuclear medicine qualification can also apply.

**21) SCIENTIFIC ASSISTANT 'B' (RADIO DIAGNOSIS) (1 – UR, 1 – OBC, 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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. in Radiological Imaging Technology from a recognized University OR B.Sc. in any subject / B. Pharmacy with minimum two years Diploma in Medical Imaging Technology from State Board of Technical Education or any equivalent Diploma from a recognized Board / University. Candidates should have minimum 01 year Internship / experience from a large hospital with experience in CT and MRI.



**22) SCIENTIFIC ASSISTANT 'B' (CSSD) (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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc. with 50% marks from recognize university with minimum 2 years experience as CSSD Technician in a sterilization Dept. of a large Hospital / Institute. Candidates with higher qualification and experience will be preferred. Knowledge of surgical instrumentation is desirable.

**23) SCIENTIFIC ASSISTANT 'B' (PROGRAMMER) (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 20.09.2019	30 Yrs.
Qualification & Experience :	B.Sc (I.T.) OR B.C.A. with minimum 50% marks from a Govt. recognized university. Minimum 3 years programming experience in a Client/Server environment is mandatory. Candidate must have good practical knowledge of Visual Basic, SQL, Crystal Report & RDBMS. Working knowledge AS/400, DB2, Web Technology/ Web development tools, skills on ASP/VB Script, JAVA, JAVA Script etc. is advantageous. Candidates having prior relevant experience of working in Healthcare industry will be preferred.

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 20.09.2019 upto 5.45 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. 27.09.2019.

**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:**

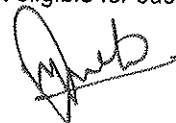
1. Age & experience will be reckoned as on the last date of online application.
2. Reservation of posts under various categories shall be applicable as per Govt. Rules.
3. For inquiry: Candidates may email to [recruitment@actrec.gov.in](mailto:recruitment@actrec.gov.in). No phone calls will be entertained.

**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.

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:**

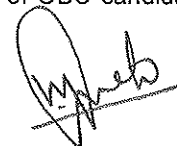
- (a) Candidate shall pay the application fees of ₹ 300/- online by using Debit Card / Credit Card.
- (b) **SC/ST/Female Candidates / Persons with Disabilities / Ex-servicemen (1<sup>st</sup> time applying for civil post after serving any rank) are exempted from paying application fees.**
- (c) The application fee paid will not be refunded under any circumstances.
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/4/2019 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 application will be rejected. Address queries, if any to: E-mail - [recruitment@actrec.gov.in](mailto: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 (For Sr. No.1 to 11 & 14).
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.**
18. **Legal Jurisdiction for any dispute will be at Mumbai.**



(U.V. Mote)  
Sr. Administrative Officer