



**TATA MEMORIAL CENTRE**  
**TATA MEMORIAL HOSPITAL, PAREL, MUMBAI**  
**AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA**

Advt.No. TMC/AD/12/2023

03.02.2023

**POSITIONS AVAILABLE**

The Tata Memorial Centre (TMC) is a Comprehensive Cancer Centre with a mission to achieve the highest standards in patient care, cancer prevention, cancer research and professional development for oncology and allied disciplines. TMC is an autonomous body funded, controlled by 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. 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 in TMC are listed below :

**1.) MEDICAL OFFICER 'E' (GYNAEC ONCOLOGY): (01-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	M.Ch. / D.N.B.(Gynaec oncology) or equivalent postgraduate degree recognized by National Medical Commission with minimum 1 year experience in Gynaec Oncology either during M.Ch training or Post M.Ch. <b>OR</b> M.D. / D.N.B. (Gynaecology) or equivalent postgraduate degree recognized by National Medical Commission with minimum 3 years' experience after post graduation in Gynaec oncology.  <b>Candidates with less than 3 years' experience after post graduation will be considered for lower grade, if there are no suitably experienced candidates.</b>
<b>LOCATION</b>	<b>Tata Memorial Hospital, Parel, Mumbai</b>

**2.) MEDICAL OFFICER 'E', URO ONCOLOGY: (01-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	M.Ch. (Urology) / M.Ch.(Surgical Oncology) or equivalent postgraduate degree recognized by National Medical Commission with minimum 1 year experience in Urology either during M.Ch training or Post M.Ch.
<b>LOCATION</b>	<b>Tata Memorial Hospital, Parel, Mumbai.</b>

**3.) MEDICAL OFFICER 'E' (TRANSFUSION MEDICINE): (01- UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	MD / D.N.B. (Transfusion Medicine) / MD / D.N.B. (Immunohematology and Transfusion Medicine)/ MD (Immunohematology and Blood Transfusion) or equivalent by National Medical Commission with minimum 3 years' experience in Transfusion Medicine/ Blood Centre after post graduation. <b>Candidates with less than 3 years' experience after post graduation will be considered for lower grade, if there are no suitably experienced candidates.</b>
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag</b>

**4.) MEDICAL OFFICER 'E', INTENSIVIST (CRITICAL CARE): (01-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	D.M. (Critical Care) or equivalent <b>OR</b> M.D. / D.N.B.(Anaesthesia / General Medicine / Pulmonary Medicine / Pediatrics ) or equivalent postgraduate degree recognized by National Medical Commission MD / DNB with 3 years' post M.D. / D.N.B. experience in Critical Care. Candidates with less than 3 years' experience after M.D. / D.N.B. will be considered for lower grade , if there are no suitably experienced candidates.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**5.) MEDICAL OFFICER 'E', HAEMATOPATHOLOGY : (01-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	DM (Hematopathology) or equivalent post graduate degree in Hematopathology recognized by National Medical Commission. <b>OR</b> M.D. / D.N.B. (Pathology) or equivalent post graduate degree recognised by National Medical Commission with 3 years post MD / DNB experience as a senior resident in a Hematopathology Laboratory with exposure in Bone Marrow morphology. Flow cytometry, molecular techniques related to Hematological malignancies.  Candidates with less than 3 years experience will be considered for lower grade, if there are no suitably experienced candidates.  Experience in Minimal residual disease detection and molecular techniques like Next generation sequencing will be an added advantage.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**6.) MEDICAL OFFICER 'E', GASTROENTEROLOGY : (01-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	D.M. / D.N.B.(Gastroenterology) recognized by National Medical Commission with experience in Medical Gastroenterology Department.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**7.) MEDICAL OFFICER 'E', RADIO DIAGNOSIS : ( 02-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	M.D. / D.N.B. (Radiology / Radio-diagnosis) or equivalent postgraduate degree recognized by National Medical Commission with 3 years' post M.D./ D.N.B. experience in Radiodiagnosis in a teaching hospital. Candidates with less than 3 years' experience after post graduation will be considered for lower grade, if there are no suitably experienced candidates.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**8.) MEDICAL OFFICER 'E', NUCLEAR MEDICINE : (01-UR)**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	45 yrs.
Qualification & Experience :	M.D. / D.N.B. (Nuclear Medicine) or equivalent degree in Nuclear Medicine recognized by National Medical Commission with 3 Years' post M.D. / D.N.B. experience in Nuclear Medicine in a Teaching Hospital. Candidates with less than 3 years' experience after post graduation will be considered for lower grade, if there are no suitably experienced candidates.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**9.) MEDICAL PHYSICIST 'C' : (01-SC TMH, MUMBAI / 01-OBC HBCHRC, Vizag )**

Level	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
Level of Pay	Rs.56,100/- Level 10, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	35 yrs.
Qualification & Experience :	M.Sc. (Physics) and Diploma in Radiological Physics or Equivalent AERB approved qualifications. Certification of Radiological Safety Officer from AERB with 1 year clinical experience as Medical Physicist with state of art technology. Computer programming skills in C++, MATLAB, Python etc. is desirable.
<b>LOCATION</b>	<b>1.)Tata Memorial Hospital, Mumbai. 2.) Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**10.) SCIENTIFIC ASSISTANT 'C' (NUCLEAR MEDICINE) : (01-SC)**

Level	Level 7 [Pre-revised PB-2, 9300-34800+ 4600 GP ]
Level of Pay	Rs.44900/- Level 7, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	35 years
Qualification & Experience :	B.Sc. (Physics/ Chemistry/ Biology/ Nuclear Medicine or equivalent) with DFIT / DMRIT and passed RSO Level-II (Nuclear Medicine) examination conducted by RPAD/ AERB with minimum 1 year experience post qualification is required in the relevant field.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**11.) OFFICER-IN-CHARGE (DISPENSARY): (01 -UR)**

Level	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.56,100/- Level 10, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	40 yrs.
Qualification & Experience :	<p>Bachelor's degree in Pharmacy with State Pharmacy Council registration and Post-Graduate Degree / Diploma in Material Management / Business Administration from reputed institute with minimum 5 years experience post MBA in a functioning dispensary of a minimum 300 bedded hospital OR 10 years experience post MBA in a minimum 100 bedded hospital. Out of required experience minimum 2 years must be in senior position.</p> <p><b>OR</b> MBBS from a recognized university with National Medical Commission registration and Post-Graduate Degree / Diploma in Material Management / Business Administration from reputed institute with Minimum 4 years experience post PG Degree / Diploma out of which 2 years must be in minimum 300 bedded hospital.</p> <p>The incumbent must have adequate knowledge of computerized operations, inventory management, well versed in FDA rules and procedures as per Drugs and Cosmetics Act.</p>
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**12.) SCIENTIFIC ASSISTANT 'B', INFORMATION TECHNOLOGY- PROGRAMMER : (01-OBC)**

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	30 yrs.
Qualification & Experience :	<p>B.Sc. (I.T.) or B.C.A. or Graduate in Computer Science with minimum 50% marks from a Govt. recognized university with minimum 2 years programming experience in a Client / Server environment is mandatory. Candidate must have good practical knowledge of Visual Basic, SQL, Crystal Report &amp; RDBMS.</p> <p>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.</p>
<b>LOCATION</b>	<b>Tata Memorial Hospital, Parel, Mumbai.</b>

**13.)SCIENTIFIC ASSISTANT 'B' (CENTRAL STERILE SUPPLY DEPARTMENT (C.S.S.D.) : (01-ST)**

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	30 yrs.
Qualification & Experience :	<p>B.Sc. with minimum 50% marks from a recognized University and minimum 2 years experience as C.S.S.D. 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.</p>
<b>LOCATION</b>	<b>Tata Memorial Hospital, Parel, Mumbai.</b>

**14.) SCIENTIFIC ASSISTANT 'B' (RADIATION ONCOLOGY) : (01-OBC/ 01-ST)**

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	30 yrs.
Qualification & Experience :	B.Sc.(Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy Technology from recognized institute / university approved by AERB with minimum 01 year experience in modern Radiotherapy Technology <b>OR</b> B.Sc (Radiotherapy Technology) – 3/4 years course from a recognized institute / university approved by AERB with 3 years experience in modern Radiotherapy Technology.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag</b>

**15.) SCIENTIFIC ASSISTANT 'B': (BIO-MEDICAL WASTE ): (01-OBC)**

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	30 yrs.
Qualification & Experience :	B.Sc (in any stream) with 50% marks and Degree /Diploma in Medical Laboratory Technology (DMLT) with 01 year experience in Institutional based Laboratory <b>OR</b> B.Sc (MLT) with 50% marks with 2 years experience in an Institutional based Laboratory.
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b>

**16.) TECHNICIAN 'C' (ICU/OT) : (01-ST)**

Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25,500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	30 yrs
Qualification & Experience :	12 <sup>th</sup> Std. in Science and Diploma of one year / 6 months in ICU/ OT/ Electronics/ Dialysis Technician from a recognized institution with 3 year' experience in relevant field.
<b>LOCATION</b>	<b>Tata Memorial Hospital, Parel, Mumbai.</b>

**17.) FEMALE WARDEN : (01-UR)**

Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35,400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	35 yrs. to 45 yrs.
Qualification & Experience :	Graduate with minimum 10 Years experience in housekeeping or as a warden in charge of a big hostel ( preferable a ladies hostel) Nursing qualification or a Diploma in Catering / House Keeping is desirable.  It is desirable for the selected candidates to stay at Nurse hostel where a single free accommodation will be provided.
<b>LOCATION</b>	<b>Tata Memorial Hospital, Parel, Mumbai.</b>

**18.) CHIEF ADMINISTRATIVE OFFICER : (01-UR HBCHRC, Punjab / 01-UR HBCHRC, Vizag )**

Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	55 Years
Qualification & Experience	Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Personnel Management / Human Resource Development Management / Labour Welfare / Industrial Relations / Public Administration from a reputed institute.
	Experience in the Administration, Human Resource Development, Finance, Material Management, Estate Management, Policy Formation, Establishment matters etc. Candidates well versed with Government procedures will be preferred.
	<b>Candidates working in the Government / Autonomous Body / PSUs</b> : should be in Pay Matrix Level-11 (GP 6600) or combined experience of 06 years at Pay Matrix Level-9 (GP 5400) and above. <b>Candidate working in private sector:</b> should have 15 years of experience, out of which 05 years should be Senior Managerial experience. Candidate should be drawing current gross salary of Rs.1.35 lacs per month.
Location	1.)Homi Bhabha Cancer Hospital & Research Centre, Vizag. 2.) Homi Bhabha Cancer Hospital & Research Centre, Mullanpur, Punjab.

**19.) DEPUTY CONTROLLER OF ACCOUNTS : ( 01-UR)**

Level	Level 11 (Pre-Revised PB-3, Rs. 15600 – 39100, Grade Pay Rs. 6600)
Level of Pay in Pay Matrix	Rs. 67,700/- Level 11, Cell 1 + Allowance applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	55 Years
Qualification & Experience	<b>A) Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Financial Management from a reputed Institution.</b>
	Experience in the Accounts Department dealing with Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. Candidates well versed with Government procedures will be preferred.
	<b>(ai) Candidates working in the Government / Autonomous Body / PSUs :</b> should be in Pay Matrix Level-9(GP 5400) or Candidates at Level-8 (GP 4800) with combined experience of 08 years at Pay Matrix Level-7 (GP 4600) and above.  <b>(aii) Candidate working in private sector:</b> should have 15 years of experience, out of which 05 years must be Managerial experience. Candidate should be drawing current gross salary of Rs.1.08 lacs per month. <b>OR</b> <b>B) Professional qualification of Chartered Accountant or ICWA</b> <b>(bi) 8 years experience post CA / ICWA.</b> <b>OR</b> <b>(bii)12 years total experience pre or post CA / ICWA.</b>
Location	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b>

**20.) ADMINISTRATIVE OFFICER III (PURCHASE AND STORES) : (01-UR)**

Level	Level 11 (Pre-Revised PB-3, Rs. 15600 – 39100, Grade Pay Rs. 6600)
Level of Pay in Pay Matrix	Rs. 67,700/- Level 11, Cell 1 + Allowance applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	55 Years
Qualification & Experience :	Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Material Management from a reputed institute.
	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. Candidates well versed with Government procedures will be preferred.
	<b>Candidates working in the Government / Autonomous Body / PSUs</b> :should be in Pay Matrix Level-9(GP 5400) or Candidates at Level-8 (GP 4800) with combined experience of 08 years at Pay Matrix Level-7 (GP 4600) and above. <b>Candidate working in private sector:</b> should have 15 years of experience, out of which 05 years must be Managerial experience. Candidate should be drawing current gross salary of Rs.1.08 lacs per month.
Location	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b>



**21.) ADMINISTRATIVE OFFICER III (HRD) :(01-UR)**

Level	Level 11 (Pre-Revised PB-3, Rs. 15600 – 39100, Grade Pay Rs. 6600)
Level of Pay in Pay Matrix	Rs. 67,700/- Level 11, Cell 1 + Allowance applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	55 Years
Qualification & Experience :	Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Human Resource Development Management / Personnel Management / Labour Welfare / Industrial Relations / Public Administration from a reputed institute.
	Experience in Human Resource Development, Administration, Recruitment, Establishment matter, Industrial Relations, RTI matters, legal, vigilance etc. Candidates well versed with Government procedures will be preferred.
	<b>Candidates working in the Government / Autonomous Body / PSUs</b> :should be in Pay Matrix Level-9(GP 5400) or Candidates at Level-8 (GP 4800) with combined experience of 08 years at Pay Matrix Level-7 (GP 4600) and above.  <b>Candidate working in private sector:</b> should have 15 years of experience, out of which 05 years must be Managerial experience. Candidate should be drawing current gross salary of Rs.1.08 lacs per month.
Location	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b>

**22.) DEPUTY ADMINISTRATIVE OFFICER (HRD) : (01-UR)**

Level	Level 9 [Pre-revised PB-2, Rs.9300-34800 + 5400 GP]
Level of Pay	Rs.53,100/- Level 9, Cell 1 + Allowances applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	50 yrs.
Qualification & Experience :	<p>Graduate from a recognized University. Post Graduate Degree or Post Graduate Diploma or Master of Business Administration in Human Resource Development Management / Personnel Management / Labour Welfare / Industrial Relations / Public Administration from a reputed institute.</p> <p>Experience in Human Resource Development, Administration, Recruitment, Establishment matter, Industrial Relations, RTI matters, legal, vigilance etc. Candidates well versed with Government procedures will be preferred.</p> <p><b>Candidates working in the Government / Autonomous Body / PSUs</b> :should be in Pay Matrix Level-8(GP 4800) or Candidates with 05 years experience at Level-7 (GP 4600).</p> <p><b>Candidate working in private sector:</b> should have 12 years of experience, out of which 02 years must be Managerial experience. Candidate should be drawing current gross salary of Rs.92,800/- per month.</p>
<b>LOCATION</b>	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b>

**23.) ASSISTANT ADMINISTRATIVE OFFICER: (01 –UR HBCHRC,Vizag / 01-OBC HBCHRC, Punjab)**

Level	Level 7 (Pre-Revised PB-2, Rs.9300-34800, Grade Pay Rs.4600)
Level of Pay in Pay Matrix	Rs. 44,900/- Level 7, Cell 1 + Allowance applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	40 Years
Qualification & Experience :	<p>Graduate from a recognized University. Degree or Diploma in Personnel Management / Human Resource Management / Healthcare Management from a reputed Institution.</p> <p>Experience in Administration / Establishment matters / Recruitment etc. Candidates well versed with Government procedures will be preferred.</p> <p><b>Candidates working in the Government / Autonomous Body / PSUs</b> : should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p><b>Candidate working in private sector:</b> should have 08 years of experience. Candidate should be drawing current gross salary of Rs.70,300/- per month.</p>
<b>LOCATION</b>	<b>1.)Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag. 2.) Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b>

**24.) ASSISTANT ACCOUNTS OFFICER: (01 –UR/ 01-OBC HBCHRC, Vizag / 01-UR HBCHRC, Punjab)**

Level	Level 7 (Pre-Revised PB-2, Rs.9300-34800, Grade Pay Rs.4600)
Level of Pay in Pay Matrix	Rs. 44,900/- Level 7, Cell 1 + Allowance applicable
Age :Upper Age limit as on : <b>24.02.2023</b>	40 Years
Qualification & Experience :	<p><b>A) Graduate from a recognized University. Degree or Diploma in Financial Management from a reputed Institution.</b></p> <p>Experience in the Accounts Department dealing with Billing, Salary, Budget, Cash &amp; Bank, Balance Sheet etc. Candidates well versed with Government procedures will be preferred.</p> <p><b>(ai) Candidates working in the Government / Autonomous Body / PSUs :</b> should have 08 years of experience and must be in Pay Matrix Level – 5 (GP 2800) and above.</p> <p><b>(aii) Candidate working in private sector:</b> should have 08 years of experience. Candidate should be drawing current gross salary equivalent to Rs.70,300/- per month.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>B) Professional qualification of Chartered Accountant or ICWA</b></p> <p><b>(bi) 3 years' experience post CA / ICWA.</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>(bii) 5 years' total experience pre or post CA / ICWA.</b></p>
LOCATION	<p><b>1.)Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</b></p> <p><b>2.) Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b></p>

**25.) ASSISTANT ADMINISTRATION OFFICER (PURCHASE AND STORES) : (01-UR)**

Level	Level 7 (Pre-Revised PB-2, Rs.9300-34800, Grade Pay Rs.4600)
Level of Pay in Pay Matrix	Rs. 44,900/- Level 7, Cell 1 + Allowance applicable
Age : Upper Age limit as on : <b>24.02.2023</b>	40 Years
Qualification & Experience	<p>Graduate from a recognized University. Degree / Diploma in Material Management from a reputed Institution.</p> <p>Experience of import of chemicals, laboratory and hospital equipments, purchase of drugs, surgical items, kits, reagents, etc. He / She should be well versed with customs clearance formalities, Purchase / Stores Information System and modern methods of Material Management. Candidates well versed with Government procedures will be preferred.</p> <p><b>Candidates working in the Government / Autonomous Body/ PSUs :</b> should have 08 years' experience and must be in Pay Matrix Level- 5 (GP 2800) and above.</p> <p><b>Candidates working in Private Sector :</b> should have 08 years of experience. Candidates should be drawing current gross salary of Rs.70,300/- per month.</p>
Location	<b>Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</b>

**26.) COOK - 'A' : (01-OBC HBCHRC, Vizag / 03-UR HBCHRC, Punjab)**

Level	Level 2 (Pre-Revised PB-1, Rs.5200-20200, Grade Pay Rs.1900)
Level of Pay in Pay Matrix	Rs. 19,900/- Level 2, Cell 1 + Allowance applicable
Age : Upper Age limit as on : <b>24.02.2023</b>	27 years
Qualification & Experience :	<p>10<sup>th</sup> Std. plus compulsory certified craft course in Food Production, Bakery or Cookery.</p> <p>Minimum 2 years experience / Apprenticeship in 3 or 5 Star Hotel in Food Production Department.</p>
LOCATION	<p>1.) Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag.</p> <p>2.) Homi Bhabha Cancer Hospital &amp; Research Centre, Mullanpur, Punjab.</p>

## **GENERAL CONDITIONS :**

1. For posts at Sr.No.1 to 8 (Medical posts), the Academic designation such as Professor/ Assistant Professor/ Associate Professor etc. will be given after joining as per the National Medical Commission norms.
2.
  - (a) Last date for online application is **24.02.2023** upto 05.30 p.m. (Indian Standard Time).
  - (b) Candidates must send in 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.**
  - (e) Candidates who would be called for Interview / Written Examination / Skill Test are required to **carry original documents alongwith 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 : 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 ST, Non Creamy Layer Certificate in case of OBC candidates is mandatory. **Formats are uploaded on TMC website.**
    - (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 Chanel** : 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 Interview / Written Examination / Skill Test.
  - (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 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 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 / Interview / Skill test as well as selecting the candidates for final selection after Written test / Interview / Skill test. 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.
- (i) Tata Memorial Centre reserves the right to restrict the number of candidates called for the Written Examination / Interview / Skill test 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 / Interview / Skill test.
- (j) In case it is found at any stage of recruitment that the candidate does 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.
- (k) Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Interview / Skill test without assigning any reason there of.
- (l) Canvassing in any form will disqualify the candidature.
3. Age & experience will be reckoned as on **24.02.2023**. **Experience will be reckoned post required qualifications.**
4. Reservation of posts under various categories shall be applicable as per Govt. Rules.
5. For Inquiry : Candidates may email to [hrdrecruitment@tmc.gov.in](mailto:hrdrecruitment@tmc.gov.in) . No phone calls will be entertained
6. **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) Age relaxation maximum by 5 years for TMC employees and employees working in TMC on temporary basis / under project / on contract basis, etc.

7. **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 (1<sup>st</sup> 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.**
8. **Candidates may be offered a lower grade than what is advertised based on their working experience, research track record and overall assessment at the time of interview and recommendation of the Selection Committee.**
9. **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.
10. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, Mumbai, 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 Malaviya Cancer Centre (BHU), Varanasi, Homi Bhabha Cancer Hospital, Varanasi, BBCI, Guwahati on the needs of the Units concerned as and when necessary.
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 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 does not take any responsibility for non receipt of application through Online.
14. **Legal jurisdiction for any dispute will be at Mumbai.**

**(BENNY GEORGE)**  
**HRD OFFICER**