



TATA MEMORIAL CENTRE

(A GRANT-IN-AID INSTITUTE UNDER DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA)

Advt. No. VAR/2023/010

23.03.2023

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 available in **HOMI BHABHA CANCER HOSPITAL / MAHAMANA PANDIT MADANMOHAN MALVIYA CANCER CENTRE, VARANASI** are listed below:

| CHIEF ADMINISTRATIVE OFFICER | |
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| NO. OF POSTS:- 01 UR | |
| Level | Level 12 [Pre-revised PB-3, Rs. 15600-39100, Grade Pay Rs.7600] |
| Level of Pay in Pay Matrix | Rs. 78,800/- Level 12, Cell 1 + Allowances applicable |
| Age limit | 55 years |
| Educational and other qualifications | 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. |
| Essential Experience | Experience in the Administration, Human Resource Development, Finance, Material Management, Estate Management, Policy Formation, Establishment matters etc. Candidates working in the Government / Autonomous Body / PSUs : should be in Pay Matrix Level-11 (GP 6600) or combined experience of 06 years at Pay Matrix Level-9 (GP 5400) and above. Candidate working in private sector: 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. 1,09,824/- per month. Candidates well versed with Government procedures will be preferred. |

| MEDICAL PHYSICIST 'D' | |
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| NO. OF POSTS:- 01 UR | |
| Level | Level 11 [Pre-revised PB-3 (Rs.15600-39100) + Rs.6600 GP] |
| Level of Pay in Pay Matrix | Rs. 67,700/- Level 11, Cell 1 + Allowances applicable |
| Age limit | 40 Years |

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| Educational and other qualifications | M.Sc. (Physics) and Diploma in Radiological Physics conducted by BARC or Equivalent AERB approved qualifications. |
| Essential Experience | 5 years' experience in advanced computerized treatment planning systems and other state-of-the-art technology. |

SCIENTIFIC OFFICER 'D' (TRANSPLANT IMMUNOLOGY & IMMUNOGENETICS LABORATORY)

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| NO. OF POSTS:- 01 SC | |
| Level | Level 11 [Pre-revised PB-3 (Rs.15600-39100) + Rs.6600 GP] |
| Level of Pay in Pay Matrix | Rs. 67,700/- Level 11, Cell 1 + Allowances applicable |
| Age limit | 40 years |
| Educational and other qualifications | Ph.D. in Molecular Genetics/Applied Biology or Life Sciences or in a related field / Molecular Biology / Biochemistry / Microbiology. |
| Essential Experience | Minimum 01 year Post-doctoral relevant Laboratory experience in a Hospital or Research Institute will be essential. |

SCIENTIFIC OFFICER 'D' IT NETWORKING

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| NO. OF POSTS:- 01 UR | |
| Level | Level 11 [Pre-revised PB-3 (Rs.15600-39100) + Rs.6600 GP] |
| Level of Pay in Pay Matrix | Rs. 67,700/- Level 11, Cell 1 + Allowances applicable |
| Age limit | 40 years |
| Educational and other qualifications | M.E / M.Tech (Computer Science/ Information Technology) or equivalent from Govt recognized university. OR B.E / B.Tech (Computer Science/ Information Technology) or equivalent with minimum aggregate 50% marks from Govt. recognized university. |
| Essential Experience | For M.E / M.Tech: Minimum 02 years' experience in configuration / troubleshooting / maintaining, managing PC's servers, various network equipments like L2 and L3 switches, routers, desktop (windows) OS, Windows, maintaining lease line connectivity etc. OR For B.E / B.Tech: Minimum 04 years' experience in configuration / trouble shooting / maintaining, managing PC's servers, various network equipments like L2 and L3 switches, routers, desktop (windows) OS, Windows, maintaining lease line connectivity etc. Candidate must have practical working knowledge of IBM I Series (AS/400, DB2) system operation, administration, backup procedures, etc. Candidate having prior relevant experience of working in Healthcare Industry for implementation of various software modules will be preferred. |

ADMINISTRATIVE OFFICER III HRD

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| NO. OF POSTS:- 01 OBC | |
| Level | Level 11 [Pre-revised PB-3 (Rs.15600-39100) + Rs.6600 GP] |
| Level of Pay in Pay Matrix | Rs. 67,700/- Level 11, Cell 1 + Allowances applicable |
| Age limit | 55 years |
| Educational and other qualifications | 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. |

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| Essential Experience | <p>Experience in Human Resource Development, Administration, Recruitment, Establishment matter, Industrial Relations, RTI matters, legal, vigilance etc.</p> <p>Candidates working in the Government / Autonomous Body / PSUs : 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.</p> <p>Candidate working in private sector : should have 15 years' of experience, out of which 05 years must be Managerial experience. Candidate should be drawing current gross salary of Rs. 87,048/- per month</p> <p>Candidates well versed with Government procedures will be preferred.</p> |
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| CHIEF SECURITY OFFICER | |
| NO. OF POSTS:- 01 UR | |
| Level | Level 11 [Pre-revised PB-3 (Rs.15600-39100) + Rs.6600 GP] |
| Level of Pay in Pay Matrix | Rs. 67,700/- Level 11, Cell 1 + Allowances applicable |
| Age limit | 55 years |
| Educational and other qualifications | <p>Ex-servicemen / Police Personnel / Central Para Military Forces Personnel worked in a senior capacity not below the rank of Major / Dy. Commissioner of Police / Commandant in the Armed Forces / Police / Central Para Military Forces respectively.</p> <p>Candidate should possess Graduation certificate from armed forces or any other recognized university.</p> |
| Essential Experience | <p>Candidates working in Government Organization / Public Sector Undertakings / Autonomous Bodies: should be in Pay Matrix Level — 9 (Pre-revised Grade Pay Rs. 5400) or Candidate at Level — 8 (Pre-revised Grade Pay Rs. 4800) with combined experience of 8 years from Pay Matrix Level-7 (GP 4600) and above.</p> <p>He should be well versed with vigilance work, firefighting procedures and security field work, Police Liaison, Domestic Inquiry procedures etc.</p> |

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| MEDICAL PHYSICIST 'C' | |
| NO. OF POSTS:- 01 SC | |
| Level | Level 10 [Pre-revised PB-3, Rs. 15600-39100, Grade Pay Rs.5400] |
| Level of Pay in Pay Matrix | Rs. 56,100/- Level 10, Cell 1 + Allowances applicable |
| Age limit | 35 years |
| Educational and other qualifications | <p>M.Sc. (Physics) and Diploma in Radiological Physics or Equivalent AERB approved qualifications.</p> <p>Certification of Radiological Safety Officer from AERB.</p> |
| Essential Experience | <p>01 year clinical experience as Medical Physicist with state of art technology.</p> <p>Computer programming skills in C++, MATLAB, Python etc. is desirable.</p> |

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| SCIENTIFIC OFFICER 'SB' OCCUPATIONAL THERAPY | |
| NO. OF POSTS:- 01 SC | |
| Level | Level 8 [Pre-revised PB-2, Rs. 9300-34800, Grade Pay Rs.4800] |
| Level of Pay in Pay Matrix | Rs. 47,600/- Level 8, Cell 1 + Allowances applicable |
| Age limit | 35 years |

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| Educational and other qualifications | Masters degree in Occupational Therapy from recognized university. |
| Essential Experience | Minimum one year experience in relevant field. |

ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE & STORES)

NO. OF POSTS:- 01 SC

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| 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 + Allowances applicable |
| Age limit | 40 years |
| Educational and other qualifications | Graduate from a recognized University. Degree or Diploma in Material Management from a reputed Institution. |
| Essential Experience | <p>Experience of import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He / She should be well versed with customs clearance formalities, Purchase / Stores Information Systems and modern methods of Material Management.</p> <p>Candidates working in the Government / Autonomous Body / PSUs: should have 08 years of experience and must be in Pay Matrix Level -5 (GP 2800) and above.</p> <p>Candidate working in private sector: should have 08 years of experience. And, Candidate should be drawing current gross salary of Rs. 57,330/- per month.</p> <p>Candidates well versed with Government procedures will be preferred.</p> |

ASSISTANT ACCOUNTS OFFICER

NO. OF POSTS:- 01 OBC

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| 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 + Allowances applicable |
| Age limit | 40 years |
| Educational qualifications and experience required | <p>Experience in the Accounts Department dealing with Billing, Salary, Budget, Cash & Bank, Balance Sheet etc. Candidates well versed with Government procedures will be preferred.</p> <p>A) Graduate from a recognized University. Degree or Diploma in Financial Management from a reputed Institution.</p> <p>(ai) Candidates working in the Government / Autonomous Body / PSUs : should have 08 years of experience and must be in Pay Matrix Level—5 (GP 2800) and above.</p> <p>(aii) Candidate working in private sector: should have 08 years of experience. And candidate should be drawing current gross salary of Rs. 57,330/- per month.</p> <p style="text-align: center;">OR</p> <p>B) Professional qualification of Chartered Accountant or ICWA</p> <p>(bi) 3 years' experience post CA / ICWA.</p> <p style="text-align: center;">OR</p> <p>(bii) 5 years' total experience pre or post CA / ICWA.</p> |

NURSE 'A'

NO. OF POSTS:- 25 (12 EWS; 09 OBC; 04 SC)

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| 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 + Allowances applicable |
| Age limit | 30 years |
| Educational qualifications and experience required | <p>General Nursing & Midwifery plus Diploma in Oncology Nursing with 01 year clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with 01 year clinical experience in minimum 50 bedded hospital.</p> <p>Clinical experience before post Basic B.Sc. shall also be considered.</p> <p>Candidates who have done Diploma in Nursing Oncology and served the entire bond period will be given relaxation in age by 5 years.</p> <p>Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Hepatitis Vaccination should be completed. General Nursing & Midwifery & Basic or Post Basic B.Sc (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.</p> |

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| ASSISTANT | |
| NO. OF POSTS:- 01 EWS | |
| Level | Level 6 [Pre-revised PB-2 (Rs.9300-34800) + Rs.4200 GP] |
| Level of Pay in Pay Matrix | Rs. 35,400/- Level 6, Cell 1 + Allowances applicable |
| Age limit | 35 years |
| Educational and other qualifications | Graduate from a recognized University. Knowledge of Microsoft Office. |
| Essential Experience | Minimum 07 years of administrative (HRD, Administration, Accounts, Purchase, Stores etc.) work experience. |

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| SCIENTIFIC ASSISTANT 'B' (RADIO THERAPY) | |
| NO. OF POSTS:- 01 ST | |
| Level | Level 6 [Pre-revised PB-2 (Rs.9300-34800) + Rs.4200 GP] |
| Level of Pay in Pay Matrix | Rs. 35,400/- Level 6, Cell 1 + Allowances applicable |
| Age limit | 30 years |
| Educational and other qualifications | <p>B.Sc.(Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy Technology from recognized institute / university approved by AERB.</p> <p>OR</p> <p>B.Sc (Radiotherapy Technology) - 3/4 years course from a recognized institute / university approved by AERB.</p> |
| Essential Experience | <p>For B.Sc. (Physics) + PG Diploma in Radiotherapy Technology : Minimum 01 year experience in modern Radiotherapy Technology.</p> <p>B.Sc. (Radiotherapy Technology) : 3 years' experience in modern Radiotherapy Technology.</p> |

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| SCIENTIFIC ASSISTANT 'B' (CENTRAL STERILE SUPPLY DEPARTMENT) | |
| NO. OF POSTS:- 01 ST | |
| Level | Level 6 [Pre-revised PB-2 (Rs.9300-34800) + Rs.4200 GP] |
| Level of Pay in Pay Matrix | Rs. 35,400/- Level 6, Cell 1 + Allowances applicable |
| Age limit | 30 years |
| Educational and other qualifications | B.Sc. with minimum 50% marks from a recognized University |

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| Essential Experience | 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. |
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SCIENTIFIC ASSISTANT 'B' (PROGRAMMER)

NO. OF POSTS:- 02 UR

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| Level | Level 6 [Pre-revised PB-2 (Rs.9300-34800) + Rs.4200 GP] |
| Level of Pay in Pay Matrix | Rs. 35,400/- Level 6, Cell 1 + Allowances applicable |
| Age limit | 30 years |
| Educational and other qualifications | B.Sc. (I.T./Computer Science) OR B.C.A. with minimum 50% marks from a Govt. recognized university |
| Essential Experience | Minimum 3 years programming experience in a Client/Server environment is mandatory. Candidate must have possessed hands-on experience of web application development and solid knowledge of different programming languages, including HTMWCSS, ASPNB Script, JAVA, JAVA Script, SQL, C# and .Net and reporting tool like Crystal report. In-depth information of ASP.Net framework, SQL server as well as design or architectural patterns, including MVC. Proficient in designing and developing software/web application modules as well as executing, and testing to ensure it delivers expected results. Proficient in debugging programs to identify and remove errors, and optimizing existing software code to add more functionalities as and when necessary. Having the experience in developing Mobile apps on Android, IOS is advantageous. Candidates having prior relevant experience of working in Healthcare industry will be preferred . |

SCIENTIFIC ASSISTANT 'B' (HEMATO-PATHOLOGY)

NO. OF POSTS:- 01 EWS

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| Level | Level 6 [Pre-revised PB-2 (Rs.9300-34800) + Rs.4200 GP] |
| Level of Pay in Pay Matrix | Rs. 35,400/- Level 6, Cell 1 + Allowances applicable |
| Age limit | 30 years |
| Educational and other qualifications | B.Sc. in Biological Sciences including Biotechnology 50% marks and Degree or in Medical Laboratory Technology or equivalent from a Government recognized Institute with minimum one year working experience in busy Haemato-pathology Laboratory. OR B.SC (MLT) with 50% marls and two years experience in busy Haemato-pathology Laboratory. Preference will be given to those having additional qualifications with M.Sc. and experience in flow cytometry. |

TECHNICIAN 'C' (CENTRAL STERILE SUPPLY DEPARTMENT)

NO. OF POSTS:- 01 ST

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| Level | Level 4 [Pre-revised PB-1 (Rs. 5200-20200) + Rs.2400 GP] |
| Level of Pay in Pay Matrix | Rs. 25,500/- Level 4, Cell 1 + Allowances applicable |
| Age limit | 30 years |

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| Educational and other qualifications | 12 th Std. in Science. |
| Essential Experience | 03 years' experience in C.S.S.D Dept. of a large hospital. |

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| LOWER DIVISION CLERK | |
| NO. OF POSTS:- 03 (02 SC; 01 EWS) | |
| Level | Level 2 [Pre-revised PB-1 (Rs. 5200-20200) + Rs.1900 GP] |
| Level of Pay in Pay Matrix | Rs. 19,900/- Level 2, Cell 1 + Allowances applicable |
| Age limit | 27 years |
| Educational and other qualifications | Graduate from a recognized University. Knowledge of Microsoft Office. |
| Essential Experience | Minimum 01 year work experience. |

GENERAL CONDITIONS:

1. (a) Last date for online application is **23rd April 2023** upto 05.30 p.m. (Indian Standard Time).
- (b) Candidates must send in their candidature through “**Online Application**” only.
- (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 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 site.**
 - (v) **Economically Weaker section (EWS):** Valid income certificate (in format of Government of India) is mandatory.
 - (vi) **Persons with Disability:** Physical Disability Certificate

- (f) **Through Proper Chanel:** Persons working under Central / State Government / Autonomous Body / Semi Government Organization and other Public Sector Undertakings must obtain the permission from their Head of the Organization 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.
2. Age & experience will be reckoned as on **23rd April 2023**. **Experience will be reckoned post required qualifications.**
3. Reservation of posts under various categories shall be applicable as per Govt. Rules.
4. For Inquiry : Candidates may email to recruitment@mpmmcc.tmc.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:
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| 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.
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. 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.
8. **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.
9. 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, Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur, Mahamana Pt. Madan Mohan Malaviya Cancer Centre (BHU), Varanasi, Homi Bhabha Cancer Hospital, Varanasi, BCCI, Guwahati) on the needs of the Units concerned as and when necessary.
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 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 does not take any responsibility for non-receipt of application through Online.
13. **Legal jurisdiction for any dispute will be at Varanasi.**

(PIYUSH TRIPATHI)
DY. ADMINISTRATIVE OFFICER (HRD)