



TATA MEMORIAL CENTRE
*** TATA MEMORIAL HOSPITAL, PAREL, MUMBAI**
AND
*** ADVANCED CENTRE FOR TREATMENT RESEARCH AND**
EDUCATION IN CANCER (ACTREC), KHARGHAR, NAVI MUMBAI, INDIA
AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA

Advt.No.07/2018

23/03/2018

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.) HEAD, INFORMATION TECHNOLOGY: (01 UR)

Level	Level 13 [Pre-revised PB-4, Rs.37400-67000 + 8700 GP]
Level of Pay in Pay Matrix	Rs.1,23,100/- Level 13, Cell 1
Age :Upper Age limit as on 13.04.2018	Minimum 45 yrs. - Maximum 50 yrs.
Qualification & Experience :	<p>Tata Memorial Centre has various units in India such as TMH, Mumbai, ACTREC, Navi Mumbai, HBCH, Sangrur, HBCH & RC, Mullanpur, HBCH & RC, Vizag, HBCH, Varanasi and there are upcoming projects.</p> <p>The position calls for a dynamic person having strong leadership qualities, good conceptual and communication skills, ability to interact with different user-groups and pro-actively conceptualise solutions to meet user expectations, as well as sound knowledge of technology and IT system. The incumbent must have proven ability in formulating IT strategies for all applications of MIS and patient related data and services. He would also be responsible for supervising overall the IT infrastructure including, software support and introduction systems orientation to the end users.</p> <p><u>Qualification & Experience:</u> ME / M.Tech (Information Technology / Computer Science) with 1st Class. Minimum 15 years of experience of which at least 5 years should have been as Head of the IT Department of an organization and having implemented computerized systems.</p>
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

2.)SCIENTIFIC OFFICER 'E', TISSUE BANK : (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
Age :Upper Age limit as on 13.04.2018	45 yrs.
Qualification & Experience :	<p>Ph.D in Biotechnology / Pharmacy / Life Sciences or Allied Health Sciences or related fields with minimum 10 years experience of working in a Laboratory in a reputed hospital or institution out of which 3 years should be post doctoral.</p> <p>Preference will be given to qualified candidates with experience in Tissue Banking, Tissue Engineering for transplantation, Laboratory management inclusive of maintaining clean environments and use of aseptic techniques, and as investigators in published research studies. The candidate will be required to work with human tissues and assist with the procurement of tissues from deceased donors.</p>
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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3.) SCIENTIFIC OFFICER 'D' (CENTRAL STERILE SERVICE DEPARTMENT) (C.S.S.D) : (01 UR)

Level	Level 11 [Pre-revised PB-3, Rs.15600-39100 + 6600 GP]
Level of Pay in Pay Matrix	Rs.67,700/- Level 11, Cell 1
Age :Upper Age limit as on 13.04.2018	40 yrs
Qualification & Experience :	M.Sc.in Chemistry /Physics / Zoology / Microbiology / Biotechnology with 50% marks and Post Graduate Diploma /Degree in Hospital Management. Minimum 10 years experience in a senior position in C.S.S.D. of a reputed hospital.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

4.) SCIENTIFIC OFFICER 'C' (HLA & IMMUNOGENETICS LABORATORY) : (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
Age :Upper Age limit as on 13.04.2018	35 yrs.
Qualification & Experience :	M.Sc (Life Sciences / Applied Biology) with atleast one year experience in Molecular Biology). Preference will be given to Ph.D candidate.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

5.) SCIENTIFIC OFFICER 'C' (TRANSLATIONAL RESEARCH LABORATORY): (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
Age :Upper Age limit as on 13.04.2018	35 yrs.
Qualification & Experience :	M.Sc (in any branch of Life Sciences) with minimum 50% marks. Candidate should have minimum 2 years experience in planning, executing and analyzing high throughput sequencing data, performing validations of genomic alterations & hands-on experience of Next Generation Sequencing Software. Candidate should have minimum 2 publications as first author.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

6.) SCIENTIFIC OFFICER 'C' (SPEECH THERAPY) : (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
Age :Upper Age limit as on 13.04.2018	35 yrs.
Qualification & Experience :	M.Sc. (Audiology & Speech therapy) OR equivalent qualifications with 01 year experience (after P.G.) in Cancer rehabilitation preferred in hospital set-up.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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7.) SCIENTIFIC OFFICER 'SB' (BIOCHEMISTRY) : (01 UR)

Level	Level 8 [Pre-revised PB-2, Rs.9300-34800 + 4800 GP]
Level of Pay in Pay Matrix	Rs.47,600/- Level 8, Cell 1
Age :Upper Age limit as on 13.04.2018	35 yrs.
Qualification & Experience :	M.Sc. (Botany/Zoology/Chemistry/Biochemistry) and preferably with a Diploma in Medical Laboratory Technology from a recognized institute and atleast 01 year experience (after P.G.) in Clinical Laboratory of a large Hospital / Diagnostic Centre. Well acquainted with Biochemistry auto analyzers and can interpretate Serum Protein Electrophoresis results. Candidates with proficiency in English language, Computer Skills and who are well conversant with Accreditation related process will be given preference.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

8.)HUMAN RESOURCE DEVELOPMENT OFFICER (H.R.D.O.): (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
Age :Upper Age limit as on 13.04.2018	Minimum 45 yrs. - Maximum 50 yrs.
Qualification & Experience :	Graduate with Post Graduate Management degree/diploma in Human Resource/Labour Welfare/Personnel Management/Industrial Relations. The incumbent will have to look after all the H.R. related matters, staff welfare problems and handle staff grievances at TMC. The candidate should be able to draft procedures related to HR, execute disciplinary cases, conduct domestic inquiries and deal with litigation matters. Minimum 15 years experience in responsible capacity in personnel and H.R. Must be able to run computerized systems i.e. Personnel Information System, Pay Roll Systems, Time Keeping etc. in a large organization. Candidates working in the Government/Autonomous Body/PSUs in the administrative category should be in the grade pay of Rs.6600/- with minimum 5 years service or in next lower grade with 10 years experience in the post. Candidates who have appeared for Interview against advt.no.129/2016 & 114/2017 will not be considered.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

9.) ASSISTANT NURSING SUPERINTENDENT : (02 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
Age :Upper Age limit as on 13.04.2018	40 yrs.
Qualification & Experience :	M.Sc. (Nursing) with 3 years' experience OR B.Sc. (Nursing) with 5 years' experience out of which minimum 2 years experience in Clinical Field. Preference will be given to candidates having administrative experience.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

10.) 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
Age :Upper Age limit as on 13.04.2018	40 yrs.
Qualification & Experience :	Bachelor's degree in Pharmacy from a recognized university and Full time course in Material Management / Business Administration from reputed institute and registration with State Pharmacy Council. Candidate should have minimum 10 years experience in a functioning Dispensary of a minimum 300 bedded hospital of which atleast 03 years should be as Chief Pharmacist. OR MBBS / BDS from a recognized university and Full time MBA in Material Management / Hospital Administration with minimum 5years experience post MBA out of which minimum 3 years should be in Material Management at managerial post. The incumbent must have adequate knowledge of computerized operations, inventory management, well versed in FDA rules and procedures as per Drugs and Cosmetics Act. Candidate should be able to lead a team of Pharmacists for functions of Purchase, Stores, Sales & Administration in a dispensary.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

11.) ASSISTANT NIGHT SUPERVISOR: (01 UR)

Level	Level 8 [Pre-revised PB-, Rs.9300-34800 + 4800 GP]
Level of Pay in Pay Matrix	Rs.47,600/- Level 8, Cell 1
Age :Upper Age limit as on 13.04.2018	35 yrs.
Qualification & Experience :	M.Sc. (Nursing) / B.Sc (Nursing) / General Nursing & Midwifery plus Diploma in Oncology with 10 years' experience out of which minimum 5 years clinical experience. Only Female candidates can apply.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

12.) JUNIOR ENGINEER (BIO-MEDICAL): (01 UR)

Level	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
Level of Pay in Pay Matrix	Rs.44,900/- Level 7, Cell 1
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	Degree in Biomedical Engineering (10+2+4 pattern)(AICTE approved) OR Diploma in Biomedical Engineering plus 3 years Degree in Biomedical Engineering. Candidate should have 2 years or more in a hospital with hands on experience in Maintenance of medical equipment, candidate should be acquainted with NABH procedures. Experience will not include internship or training period.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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13.) FEMALE NURSE 'A' : (90 UR, 47 OBC, 26 SC, 13 ST)

Level	Level 7 [Pre-revised PB-2, 1Rs.9300-34800 + 4600 GP]
Level of Pay in Pay Matrix	Rs.44,900/- Level 7, Cell 1
Age :Upper Age limit as on 13.04.2018	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 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.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

14.) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE): (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	B.Sc.(Biochemistry/Chemistry/Botany/Zoology/Microbiology/Biotechnology) 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.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

15.) SCIENTIFIC ASSISTANT 'B' (HAEMATO-PATHOLOGY) : (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	B.Sc. in Biological Sciences including Biotechnology with 50 % marks and Degree or Diploma in Medical Laboratory Technology from Government recognised Institute with 01 year experience in busy Haemato-pathology Laboratory. Preference will be given to those having additional qualifications with M.Sc. and experience in flow Cytometry.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

16.) SCIENTIFIC ASSISTANT 'B' (RADIO-DIAGNOSIS) : (01 UR, 01SC)

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
Age :Upper Age limit as on 13.04.2018	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 Maharashtra 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.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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17.) SCIENTIFIC ASSISTANT 'B'(RADIATION ONCOLOGY) : (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	B.Sc. (Physics) with minimum 50% marks and 2 years Post Graduate Diploma in Radiotherapy Technology with 01-year experience in modern machines in Department of Radiation Oncology using Linear Accelerators.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

18.) SCIENTIFIC ASSISTANT 'B' (BIOCHEMISTRY): (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	B.Sc. in Medical Laboratory Technology with 50% marks with 2 years experience OR B.Sc. in (Biochemistry/ Chemistry/ Botany/ Zoology/ Life Sciences) with 50% marks and D.M.L.T. (Diploma in Medical Lab. Technology) from Government recognized Institute with 01 year experience in a Medical Laboratory.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

19.) SCIENTIFIC ASSISTANT 'B' (MICROBIOLOGY): (01 SC)

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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	B.Sc.(Microbiology) with 50% marks and Degree or Diploma Medical Laboratory Technology from a Government recognized Institute with 01 year experience in Institutional Clinical Microbiology Department.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

20.) SCIENTIFIC ASSISTANT 'B' (MEDICAL PHYSICS): (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	B.Sc.(Physics) with minimum 50% marks and 2 years Post Graduate Diploma in Radiotherapy Technology with 01 year experience in modern machines in Department of Radiation Oncology using Linear Accelerators.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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21.) JR.SUPERVISOR (CIVIL) : (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	1 st Class Diploma in Civil Engineering- (Full time course 3 years after SSC or 2 years after HSC) from State Board of Technical Examination and should have 3 years post qualification experience in Civil & PH maintenance / Projects works of Hospital / Institutional / Commercial Buildings. Hand on experience in AUTO CAD, MS Office and related software will be preferred.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

22.) ASSISTANT MEDICAL SOCIAL WORKER : (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	Post Graduate Degree in Social Sciences (MSW) from a recognized University with minimum one year experience (after MSW) preferably in the field of Medical Social work.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

23.) ASSISTANT SECURITY OFFICER: (02 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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	Graduate from recognized university with NCC 'C' certificate and must have minimum 3 years security experience in a large organization in a supervisory category. Qualifications may be relaxed in case of ex-servicemen who has rendered minimum 15 years of service and must be hawaldar or equivalent in Armed forces only. Should possess valid driving license for two wheeler.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

24.) TECHNICIAN 'F' (DEPT. OF MEDICAL GRAPHICS) : (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
Age :Upper Age limit as on 13.04.2018	35 yrs.
Qualification & Experience :	Graduate (in any field) with minimum 10 years experience in Clinical Photography and digital studio Photography – indoor & outdoor. Should have knowledge of operating high end scanner for transparency, x-ray sheets, color correction etc., Handling of NXCAM Digital video camcorder and editing of the video, knowledge of photo and video working in operation theatres. Should be able to work on Desktop publishing software such as Indesign, Adobe photoshop & Illustrator, page layouting job in design for various reports is must.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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25.) DATA MANAGER (CENTRE FOR CANCER EPIDEMIOLOGY): (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	Degree in Information Technology with 50% marks and 03 years' experience in maintaining database of large scale Epidemiological studies and Proven efficiencies in working on MS Access and Sql database. Basic understanding in statistical analysis of Epidemiological data is desirable.
LOCATION	Centre for Cancer Epidemiology, ACTREC, Kharghar.

26.)PHARMACIST 'B' : (02 UR for Punjab , 01 ST for Mumbai)

Level	Level 5 [Pre-revised PB-1, Rs.5200-20200 + 2800 GP]
Level of Pay in Pay Matrix	Rs.29,200/- Level 5, Cell 1
Age :Upper Age limit as on 13.04.2018	27 years
Qualification & Experience	B.Pharm with minimum 01 year experience of working in Dispensary / Pharmacy of the hospital having minimum 300 beds OR D.Pharm with minimum 3 years of experience of working in a Dispensary / Pharmacy of the hospital having minimum 300 beds. Registration with State Pharmacy Council with duly allotted Registration Number is mandatory. Experience of working on computerized system desirable. Candidate should be prepared to work in shift duties, including night shift.
LOCATION	1.)Tata Memorial Hospital, Parel, Mumbai. 2.)Homi Bhabha Cancer Hospital & Research Centre, Punjab

27.) TECHNICIAN 'C' (RADIO DIAGNOSIS): (01 UR)

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
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	H .S.C. with Diploma in Radiography with 1 year experience in Radio diagnosis.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

28.) TECHNICIAN 'C' (ICU) : (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
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	H.S.C. (Science) with some experience in ICU/OT as Technician / Respiratory Therapist / Dialysis Technician in a reputed institute. 1 year's certificate / Diploma course in Electronics OR related subjects will be desirable. Preference will be given to those who have passed 1 year course in OT / ICU / Respiratory Therapist / Dialysis Technician from a reputed institute. .
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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29.) TECHNICIAN 'C' (DENTAL & PROSTHETICS SURGERY) : (02 UR)

Pay Band	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25,500/- Level 4, Cell 1
Age :Upper Age limit as on 13.04.2018	27 yrs
Qualification & Experience :	S.S.C. & Certificate in Dental Hygienic course (2 years) conducted by the Dental Council of India with 01 year experience. Candidate should be registered under Dental Council.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

30.) STENOGRAPHER : (01 UR, 01 SC)

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
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	H.S.C + Certificate course in Short Hand with speed of 80 w.p.m. and Typewriting @ 40 w.p.m. respectively plus computer course from MSCIT. Minimum one year experience as Stenographer in a reputed organization. Preference will be given to Graduates having Diploma in Secretarial Courses.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

31.) LOWER DIVISION CLERK : (07 UR, 04 OBC, 02 SC, 01 ST, 01 OH)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	H.S.C. plus computer course of minimum 3 months duration. Preference will be given to graduates. Candidates should have minimum 01 year clerical work experience.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

32.) CLERK CUM TELEPHONE OPERATOR: (01 UR, 01 OBC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	Graduate from a recognised University with Telephone Operator's Course with excellent communication skills and minimum one year experience of handling Exchange Board preferably EPABX and Radio Paging System Encoder in a reputed Institute/Hospital. Ability to converse in English, Hindi and Marathi. Will have to work in shift duties including nights, Sundays and Holidays and when required in Reception and other office area.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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33.) TECHNICIAN 'A' (WIREMAN AIR CONDITIONING) : (01 OBC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	SSC plus ITI /NCVT in the trade of Wireman from a Govt. recognized institute. Shall have valid license of Wireman. Basic skill test in Refrigeration & Air Conditioner from Government Institute. Candidate shall have basic knowledge of various types of AC System and its maintenance practices. Candidates shall have minimum 2 years work experience in the electrical circuits /system & just have field experience to work on fault finding practices.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

34.) TECHNICIAN 'A' (WIREMAN ELECTRICAL) : (01 OBC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	30 yrs.
Qualification & Experience :	SSC plus ITI Wireman Certificate Course from a Govt. recognized institute. Shall have valid license of Wireman & MSCIT Computer Course or equivalent. Candidate shall have minimum 2 years experience in Residential / Commercial Buildings / Hospital / Industry etc. of Electrical Wiring, Fans, Geysers, Lightings, Hot Plates, Substation etc. Candidate shall have field experience to work on 3 phase electrical circuits.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

35.)TECHNICIAN 'A' (MULTI SKILLED) : (01 SC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	SSC plus ITI (Plumber) 02 years full time course from Government recognized institute with 3 years experience after ITI OR 2 years after ITI plus NCTVT in plumbing & miscellaneous civil maintenance works in hospital/ Institutional / Commercial / Residential buildings.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

36.) TECHNICIAN 'A' (ELECTRICAL): (01 UR)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	S.S.C. plus I.T.I. (Electrician) 2 years' full time course from Government Recognized Institute with 03 years' experience after I.T.I. or 2 years' after I.T.I. plus N.C.T.V.T. in Electrical Maintenance works in Industry / Commercial establishments / Hospitals.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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37.) TECHNICIAN 'A' (CARPENTER) : (01 OBC)

Level	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19,900/- Level 2, Cell 1
Age :Upper Age limit as on 13.04.2018	27 yrs.
Qualification & Experience :	S.S.C. plus I.T.I. (Carpenter) 2 years' full time course from Government Recognized Institute with 03 years' experience after I.T.I. or 2 years' after I.T.I. plus N.C.T.V.T. in Carpentry maintenance works in hospital / Institutional / Commercial / Residential buildings.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

Last date for online application is **13.04.2018 upto 05.30 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. 20.04.2018.**

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, qualifications, 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. **Experience will be reckoned post required qualifications.**
2. Reservation of posts under various categories shall be applicable as per Govt. Rules.

3. 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 Departmental candidates, candidates with additional qualification and higher experience and candidates working in TMC on temporary basis / under project / on contract basis.

4. 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.**

5. **Candidates may be offered a higher or 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.**

6. 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.

7. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, Mumbai, ACTREC, 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) on the needs of the Units concerned as and when necessary.
8. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.

9. **Submission of Application** :

[I] Candidate shall submit a recent passport size photograph, attested copies of following certificate as a proof of date of birth, qualification, experience, age relaxation for reserved category & Persons with Disability along with the copy of online application form on or before the last date of receiving the application to the **H.R.D. Department, Tata Memorial Hospital, Parel, Mumbai – 400 012**. 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 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) **Persons with Disability** : Physical Disability Certificate

[II] **Through Proper Channel** : Persons working under Central / State Government / Autonomous Body / Semi Government Organisations and other Public Sector Undertakings must submit their application through the head of the organization.

[III] Separate application should be submitted for each post

10. **Referees** : Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work. **(for Sr.No. 1 to 12)**
11. 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.
12. 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.
13. 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.

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14. 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.
15. **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.
16. **Late and incomplete applications will be summarily rejected. Canvassing in any form will disqualify the candidature.**
17. **Legal jurisdiction for any dispute will be at Mumbai.**

(P.K. SUKUMARAN)
HR & ADMIN. CO-ORDINATOR

