

# 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: office@actrec.gov.in

No.ACTREC / ADVT-1/2013

8<sup>th</sup> July, 2013

### Applications are invited for the following positions in ACTREC:

Sr. No.	Position	No. of Posts	Reservation	Age*
1.	Sr. Administrative Officer	One	UR	45 yrs.
2.	Medical Physicist (SO 'E')	One	UR	45 yrs.
3.	Dy. Controller of Accounts	One	UR	40 yrs.
4	Clinical Pharmacology SO 'D'	One	UR	40yrs.
5	Scientific Officer 'D' (Biorepository)	One	UR	40 Yrs.
6	Blood Bank Officer	One	UR	40 Yrs.
7	Veterinary Surgeon SO 'C'	One	OBC	40 Yrs.
8	Assistant Medical Physicist 'C'	One	UR	40yrs.
9	Scientific Officer 'C' (Cancer Genetic Clinic)	One	UR	40 yrs.
10	Technical Officer 'C' (Drug Screening Facility)	One	SC	40yrs.
11	Technical Officer 'C' (Common Instrument Room)	One	OBC	40yrs.
12	Programmer 'C'	One	OBC	40 yrs.
13	Supervisor (Mechanical)	One	UR	30 yrs.
14	Nurse 'A'	Eight	5-UR,3-ST	30 yrs.
15	Assistant Medical Social Worker (Bio-repository)	One	UR	30yrs.
16	Occupational Therapist SA 'B'	One	OBC	30 yrs.
17	Scientific Assistant 'B' (Genetic Counselor)	Two	1-UR, 1-SC	30 yrs.
18	Scientific Assistant 'B' (Radiotherapy)	One	ST	30 yrs.
19	Scientific Assistant 'B' (CRI Research Labs)	Two	1-UR, 1-ST	30 yrs.
20	Scientific Assistant 'B' (Statistics)	One	OBC	30 yrs.
21	Scientific Assistant 'B' (Radio-Diagnosis)	One	OBC	30 yrs.
22	Scientific Assistant 'B' (Nuclear Medicine)	One	UR	30 yrs.
23	Scientific Assistant 'B' (Transfusion Medicine)	One	UR	30 yrs.
24	Tech. 'F1' (OT/ICU)	One	OBC	30 yrs.
25	Assistant Dietician	One	UR	30yrs.
26	Pharmacist 'B'	One	OBC	30 yrs.
27	Technician 'D' (BMT)	One	UR	30 yrs.
28	Technician 'C' (Composite Lab/Histology/Microbiology)	Four	2-UR, 1-SC 1-ST	30 yrs.
29	Lower Division Clerk	Four	2-UR,1- OBC,1-ST	27 yrs.

\*Age is relaxable by 5 years for SC/ST and 3 years for OBC candidates . Age is also relaxable by 10 yrs. for PWD for Group C and D posts (15 years for SC/ST and 13 years for OBC) 5 years for Group A & B posts (10 years for SC/ST and 8 years for OBC). Age is also relaxed for departmental or project staff of TMC for the period of services rendered in TMC and in cases of exceptional merit and qualifications wherever applicable. The candidates belonging to reserved category should enclose an attested copy of Caste / Tribe/Non Creamy layer certificate issued by the competent authority in the prescribed format with their applications, failing which their applications will not be entertained. The age will be reckoned as on 1st July, 2013.

Applicants applying for the post reserved for OBC should submit a valid copy of the Non-Creamy Layer certificate issued by competent authority in the Govt. of India format.

## **QUALIFICATIONS AND EXPERIENCE**

Sr.No.1 Sr.A.O.	Graduate with Post Graduate degree /Diploma in Personnel / Human Resources Management or Finance or LLB or MBA from a recognized institution with minimum 5 years experience in a Government/Autonomous Body / R&D institution / Large Corporate organization in the Pay Band – 3 and Grade Pay 6600. The candidate should be conversant with all government rules and dealing with General Administration, Recruitment, Industrial/Staff Relations, discipline/vigilance matters, court matters etc. The incumbent will be heading the Administrative Group
Sr.No.2 Medical Physicist SO 'E'	Ph.D. in Medical Physics or Diploma in Radiological Physics or equivalent. Minimum 4 years experience after Ph.D. or 9 years experience after Diploma in Radiological Physics. Expertise in Advanced Technology is essential.
Sr.No.3 D.C.A.	IWCA/FCA/MBA (Finance) or Post Graduate in Commerce with 5years experience in supervisory capacity in Government/PSU/Autonomous Body/Large Corporate Organization. The candidate should be well versed with hands-on experience in computerized accounting systems including online transactions.
Sr.No.4 Clinical Pharmacology SO 'D' / SO 'E'	M.D.(Pharmacology) with at least one year experience. Candidates with DM in Clinical Pharmacology (with or without experience) or M.D. Pharmacology with more than 3 years experience will be considered for higher grade (SO E).
Sr.No.5 SO 'D' Biorepository Sr.No.6	Ph.D. or M.D. Pathology with one year experience in Biorepository / Tissue Banking <b>OR</b> Diploma in Clinical Pathology with minimum four years experience of which one year in Biorepository / Tissue Banking.  MBBS recognized by MCI/MMC/other state medical councils with minimum 4
Blood Bank Officer	years experience in FDA approved Blood Bank with atleast 1 year as Blood Bank Officer. Candidates should be well versed in Plateletpheresis, Leukapheresis and Transfusion support in Bone Marrow Transplant.
Sr.No.7 Veterinary Surgeon SO 'C'	M.V.Sc. (Surgery) with recognition of Veterinary Council of India and one year experience in surgery and anesthesia for canine/feline conditions in a reputed centre. Experience in canine cancer surgery is preferable.
Sr.No.8 Asstt. Med Physicist 'C'	M.Sc. (Physics) with 60% marks and Diploma in Radiological Physics or equivalent with minimum of one year experience in a Radiotherapy Department using Advanced Technology.
Sr.No.9 SO 'C' Cancer Genetic Clinic	M.Sc. (Two years course) or equivalent in Human Genetics, Medical Genetics or Cancer Genetics with one year post M.Sc. experience in Cancer Genetics.
Sr.No.10 T O 'C' (Drug Screening Facility	M.Sc. (Two years course)with one year experience in mammalian tissue culture, drug screening assays and handling small experimental rodents. Candidate is expected to manage the routine activities of the Anti Cancer Drug Screening Lab.
<b>Sr.No.11</b> T O 'C' C.I.R	B.E. / MSc or equivalent in Electronics or Instrumentation with minimum 60% marks from a Govt. recognized institute. Minimum one-year experience in electronic equipment maintenance, preferably in a biological research laboratory.

Sr.No.12 Programmer 'C'	B.E./M.Sc./MCS/MCA with minimum 60% marks from a Govt. recognized University. Minimum three years programming experience in a Client/Server environment using Visual Basic/NET Technology is mandatory. Candidates must have good practical knowledge of SQL, Crystal Report and RDBMS. Working knowledge of AS/400, DB2, Web Technology/Web Development Tools, skills on ASP/VB Script, JAVA, JAVA Script etc. is preferable. Candidates with B.Sc. (preferably IT) /BCS/BCA or equivalent degree from a Govt. recognized University with at least 60% aggregate marks will be considered for lower grade.  H.Sc. plus 3 years Diploma in Mechanical Engineering with 60% marks from
Supervisor (Mechanical)	Govt. recognized University. Candidates should have 4 yrs. experience in installation and maintenance of screw chillers, central air-conditioning plants, D. G. Sets, pumping stations, window/split air conditioners, cold rooms, low temperature facility, medical gas system, estimation and preparation of tender documents etc
Sr.No.14 Nurse 'A'	B.Sc. (Nursing)/G.N.M. with Diploma in Oncology Nursing with one year experience. Registered or eligible for MNC registration.
Sr.No.15 AMSW (Bio-repository)	Graduate with a post Graduate Degree or Diploma in Social Work with minimum one year experience in social work in a big hospital. The candidate should have good communication skills in Hindi and Marathi and experience in counseling cancer patients, relatives, blood and tissue donors. Experience in consenting, sample collection and maintaining database is desirable.
Sr.No.16 Occupational Therapist SA 'B'	B.Sc. (Occupational Therapy) with 60% marks from a recognized University with minimum one year experience.
Sr.No.17 SA'B' (Genetic Counselor)	B. Sc or equivalent with 60% in Human Genetics, Medical Genetics or Nursing with minimum one year experience in Cancer Genetics.
Sr.No.18 SA'B' (Radiotherapy)	B.Sc. (Physics) with minimum 60% and 2 years Technicians course in Radiotherapy or equivalent. Preference will be given to those with experience.
Sr.No.19 SA'B' (Research Labs)	B.Sc. (Biochemistry / Chemistry / Microbiology/Life Sciences/ Biotech) with 60% plus DMLT from recognized institute with 60% marks. Minimum 1 year work experience after DMLT, preferably in a Research Laboratory.
Sr.No.20 SA'B' (Statistics)	B.Sc. (Statistics/Maths) with 60% marks. Minimum 2 yrs. experience in handling research data in a reputed Hospital/Research Centre.
Sr.No.21 SA 'B' (Radio- Diagnosis)	B.Sc. (Physics) with 60% marks and two years Diploma in Medical Radiography or H.S.C. and 3 yrs. Degree Course (B.Sc. in Medical Radiography with 60%) Minimum 1 year experience in large hospital. Experience with MRI or Angiography is desirable.
Sr.No.22 SA 'B' (Nuclear Medicine)	B.Sc. in Nuclear Medicine Technology with 60% OR B.Sc. 60% with Diploma in Medical Radioisotope Technology (D.M.R.I.T) with one year experience. Experience in Research Laboratory and animal experimentation including handling of radioisotopes, dose dispensing, dose administration, animal imaging and biodistribution will be preferred.
Sr.No.23 SA 'B' Transfusion Medicine	B.Sc. in medical laboratory technology with 60% marks or B.Sc. Biological science and Diploma in Medical Laboratory technology (60% marks in both). Minimum 1 year experience in a large blood bank.

Sr.No.24	B.Sc with 60% marks and one year certificate/diploma course in ICU/OT
Tech.F1	Techniques or related field from a reputed institute with 1 year experience as
OT/ICU	ICU/OT Technician in a reputed Hospital OR B.Sc with 60% marks with 3
	years experience as ICU/OT Technician in a reputed Hospital.
Sr.No.25	B.Sc. in Home Science (with Foods & Nutrition) / Clinical Nutrition or Related
Asstt.	fields with 60% marks and full time PG Diploma in Dietetics from recognized
Dietician	University. Minimum two years work experience, preferably in Special Cancer
	Nutrition for tube feeding patients in a reputed Hospital.
Sr.No.26	H.SC. plus 2 years Diploma in Pharmacy with registration with the
Pharmacist B	Central/State Pharmacy Council with duly allotted registration number. Three
	years experience in a reputed Hospital/Dispensary Pharmacy in a
	computerized environment is essential.
Sr.No.27	H.Sc. plus D.M.L.T. or Diploma in General Nursing & Midwifery with 3 yrs.
Technician	experience in Bone Marrow Transplant. Knowledge of pre and post transplant
D (BMT)	care of patient, data management and co-ordinating with various international
O. N. 00	donor registries for unrelated donor transplant is highly desirable.
Sr.No.28	H.S.C. plus DMLT (full time regular Course) from the Institute recognized by
Technician C	Dept. of Technical Education or State Board for Technical Education.
Composite	Minimum 60% marks in either H.S.C or DMLT. After DMLT, minimum 1 year
Lab/Histology/	experience in a modern Diagnostic Laboratory. Experience in automation is
Microbiology Sr.No.29	essential. Experience in Quality Control and Accreditation is preferable.
5r.No.29 L.D.C.	H.S.C. plus Certificate Course in computer applications like MS office or
L.D.C.	equivalent from Central/State Government recognized Institute with minimum one year work experience. Preference will be given to Graduates. Candidate
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	should have good communication skills and proficient in MS Office, drafting
	letters &good typing speed in English.

All the above courses must be full time by regular mode of learning, conducted by Central/State Board/Institute recognized by Dept. of Technical Education or State Board for Technical Education.

Selected candidates for any of these posts may have to routinely perform night/emergency/weekend / rotation duties or may be required to stay in the campus accommodation.

### PRESCRIBED FEES

SCALE OF DAY.

- a) Demand Draft / Banker's Cheque of Rs.300/- drawn in favour of TMC-ACTREC payable at Navi Mumbai.
- b) SC/ST/Female candidates/Persons with disabilities/**Ex-Servicemen** are exempted from payment of fee.

SCALE OF PAT:	
For Sr. No. 1	Pay Band: ₹15600-39100 + Grade Pay ₹7600/-
	(Total emoluments ₹67700/- p.m.)
For Sr.No. 2	Pay Band: ₹15600-39100 + Grade Pay ₹7600/-
	(Total emoluments ₹69400/- p.m.)
For Sr.No. 3	Pay Band: ₹15600-39100 + Grade Pay ₹6600/-
	(Total emoluments ₹58900/-p.m.)
For Sr.No. 4, & 6	Pay Band: ₹15600-39100 + Grade Pay ₹6600/-
	(Total emoluments ₹73800/-p.m.)
For Sr.No. 5	Pay Band: ₹15600-39100 + Grade Pay ₹6600/-
	(Total emoluments ₹60500/-p.m.)
For Sr.No.7	Pay Band: ₹15600-39100 + Grade Pay ₹5400/-

(Total emoluments ₹60800/-p.m.)

For Sr.No.8 to 12	Pay Band: ₹15600-39100 + Grade Pay ₹5400/- (Total emoluments ₹49800/-p.m.)
For Sr.No.13	Pay Band : ₹ 9300-34800 + Grade Pay ₹ 4600/- (Total emoluments ₹38800/-p.m.)
For Sr.No.14	Pay Band : ₹ 9300-34800 + Grade Pay ₹ 4600/-
For Sr.No.15 to 25	(Total emoluments ₹43700/-p.m.) Pay Band : ₹9300-34800 + Grade Pay ₹ 4200/-
1 01 0110 10 10 20	(Total emoluments₹ 31200/-p.m.)
For Sr.No.26 & 27	Pay Band : ₹ 5200-20200 + Grade Pay ₹2800/-
	(Total emoluments ₹26700 /-p.m.)
For Sr.No. 28	Pay Band : ₹ 5200-20200 + Grade Pay ₹2400/-
	(Total emoluments ₹23600 /-p.m.)
For Sr.No.29	Pay Band : ₹5200-20200 + Grade Pay ₹1900/- (Total emoluments ₹17300/-p.m.)

The total emoluments indicated for these posts are inclusive of usual allowances. In addition they are also entitled for other allowances such as Children Education Allowance, Update allowance, Performance Related Incentives and Leave Travel Concession and Contributory Health Scheme as admissible to DAE / Central Government employees.

#### **GENERAL CONDITIONS**

Applications in the prescribed format along with a recent passport size photograph affixed on the right hand top corner with attested copies of certificates and non-refundable demand draft / banker's cheque should be forwarded to the Senior Administrative Officer, Advanced Centre for Treatment, Research & Education in Cancer, Sector — 22, Kharghar, Navi Mumbai-410210 so as to reach **on or before 8<sup>th</sup> August, 2013.** Persons working in Central / State Government / Other Public Sector Undertakings should submit their applications through proper channel.

The qualifications and experience prescribed above are the minimum and mere possession of the same does not entitle any candidates to be called for interview. Where the number of applications received in response to the advertisement is more, it will not be convenient or possible for the Centre to call all candidates for interview The number may be restricted to a reasonable limit on the basis of the qualifications and experience higher than the minimum prescribed in the advertisement. Canvassing in any form will be treated as a disqualification for the post.

Outstation SC/ST/Physically Handicapped category candidates applying for the posts for Sr.No. 26 to 29 called for interview will be reimbursed second class railway fare/bus fare (other than Rajdhani/Shatabdi/Janashatabdi trains) by shortest route excluding reservation/superfast surcharge etc. from their place of normal residence in India and back only on production of tickets / evidence indicating class of journey.

It is not necessary that all the advertised posts will be filled. The Centre may upgrade or downgrade the available post depending upon the qualifications and experience of the candidate on the recommendations of the selection committee. Age limit, experience can be relaxed in the cases of exceptionally meritorious candidates as per rules. Higher start of pay by granting advance increment may also be considered by the Selection Committee.

If a candidate is related to any of the employees of Centre, he/she must indicate the details in his/her application with details, clearly.

## आवेदन पत्र Application Form

टाटा स्मारक केंद्र

TATA MEMORIAL CENTRE

कैंसर उपचार, अनुसंधान एवं शिक्षा का प्रगत केंद्र

ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER,

सेक्टर-२२,खारघर,नई मुंबई-४१०२१० (महाराष्ट्र)

Kharghar, Navi Mumbai- 410210 (Maharashtra)

Affix a recent passport size photograph

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23. डिमांड ड्राप्ट । बँकर्स चेक का विवरणः डी. डी नंबर Details of Demand Draft/ Banker' Cheque: DD No		- तिथि Date		
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