



**TATA MEMORIAL CENTRE
[TATA MEMORIAL HOSPITAL]
H.R.D. DEPARTMENT**

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

Ref. No. TMC/AD/147/2025

21.11.2025

Online applications are invited for the post of “**Cancer Genetics Clinic Coordinator & Scientific Officer (Project)**” on “TMC Cancer Genetics Unit” Project (A/c no. 5483) (Initially for a period of one year).

NUMBER OF POSTS: 01

QUALIFICATION:

ESSENTIAL: MSc/ MTech or PhD in Life Sciences, Human Genetics, or Genetic Counseling

DESIRABLE: 1–2-year degree, diploma, or fellowship in Cancer Genetics and Counselling.

CONSOLIDATED REMUNERATION: Rs 50,000/- (Fifty Thousand Only)

This is a Consolidated Monthly Salary. No Accommodation, H.R.A or T.A. is provided.

EXPERIENCE:

ESSENTIAL: 2 years full-time experience in Genetic Counseling, of which at least 1 year should be in a specialized Cancer Genetics Clinic that provides genetic counselling to over 250 cancer patients annually. **Desirable:** Experience in formal teaching at Master's level; Clinical or Translational Research in an area related to the role; conducting or reporting clinical or laboratory audits

ROLE: The TMC Cancer Genetics Unit runs 2 busy cancer genetic clinics at TMH Parel & ACTREC, Kharghar, which enrolls 2500 new families every year. The Cancer Genetics & Genomics Lab in ACTREC, performs Germline NGS, Sanger, and MLPA for over 3000 samples every year from all over India. The **Cancer Genetics Clinic Coordinator & Scientific Officer** will serve as the **Lead Genetic Counselor, Service Manager** (for day-to-day operations, expansion, and accreditation), and **Academic Coordinator** for the ongoing 1-year PG Diploma in Cancer Genetics and Counselling. Additional roles include NABL accreditation, public outreach, awareness programme, patient support groups, and previvors' group.

DETAILED JOB DESCRIPTION

The core responsibilities involve ensuring clinical excellence, expanding service reach, and managing administrative and educational functions in FIVE key areas:

1. Clinical Leadership, Quality Assurance and Regulatory Compliance with PCPNDT

- Act as the penultimate reviewer and co-signatory for complex genetic reports and individualized patient screening/risk management advice.
- Provide oversight and supervision for trainee genetic counselors.

- Handle personally, complex patients and families or those with major psychosocial issues
- Conduct quarterly audit of adherence to SOPs, TAT, user feedback and errors in reporting, with root cause analysis and suggest remedial actions.
- Lead efforts to achieve and maintain national and international accreditations and competency certificates (NABL, GenQA)
- Renew PCPNDT registration of the Genetics Clinic and Lab in ACTREC
- Obtain PCPNDT registration for the Genetics Clinic in TMH
- Report any major ethical dilemma or breach or misconduct
 - Clinical or Translational Research – to the TMC IEC
 - Clinical Genetics Practice & Counselling – to the OIC / Head, Cancer Genetics Unit
 - If the OIC / Head of Cancer Genetics Unit is involved, report directly to Director TMC

2. Service Management & Coordination:

- Manage and improve the standards of multiple Cancer Genetics clinics within TMC.
- Adherence to TAT for reports, counselling, and obtaining feedback from end-users
- Serve as the central liaison between various internal departments (lab, IT, administration)
- Serve as the central liaison with the Cancer Genetics Clinic and clinicians at the non-Mumbai, TMC centers, which are currently sending germline NGS samples to ACTREC (MPMMC, Varanasi, HBCH, Punjab, HBRCH, Vizag).
- Expanding genetic services to new sites across the TMC network and the National Cancer Grid.

3. Education & Training:

- Serve as a key faculty member for the TMC PG Diploma course in Cancer Genetics
- Managing the course schedule, student rotations, logbooks, and examinations.

4. Data Management, National and International Registries:

- Maintain, curate, and ensure the confidentiality of the TMC institutional genomic database
- Submit anonymized variant data to public repositories, such as ClinVar
- Renew and maintain the TMC Genetics & Genomics Lab listing with details in the NIH International Registry of Genetic Testing Labs worldwide

5. Public Outreach, awareness, and support groups

- Initiate public outreach and awareness programmes and maintain social media accounts of the Cancer Genetics Clinic
- Reinitiate and sustain patient support groups, and the previvors' group.
- Liaise with other organizations, departments, and NGOs within and outside TMC to improve awareness and effectiveness
- Fundraising to support patients' genetic testing, counselling, and CGC educational / training activities

GENERAL CONDITIONS:

- 1) (a) Last Date for online application is **04/12/2025** upto **05:30 PM (Indian Standard Time)**.
(b) Candidates must send in their candidature through “**Online Application**” only.
Link for online Application - https://tmc.gov.in/Temp/frm_Registration.aspx
(c) Candidates will be initially screened and called for Interview 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 are required to carry original documents in support of the details furnished in the online application form regarding date of birth, qualifications, experience, etc., failing which such applicants will not be allowed to appear for Interview.
(f) 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.
(g) Tata Memorial Centre also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.
- 2) Internal candidates need to submit NOC from their current HOD/Principal Investigator.
- 3) Tata Memorial Centre does not take any responsibility for non-receipt of application through Online.
- 4) All the outstation candidates are required to make a note that accommodation will not be provided.
- 5) The applicant must possess valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only. Responsibility of receiving, downloading and printing of related documents will be of the candidate. Tata Memorial Centre will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or delivery of emails to spam/bulk mail folder etc.
- 6) For further enquiry kindly contact No. 24177000, Ext No. 4664.

MODE OF SELECTION:

- All candidates who fulfill the Mandatory Qualification and experience will be shortlisted and invited for an MCQ test and interview in TMC, Mumbai.

(BENNY GEORGE)
CAO (HRD), TMC