

## Job Vacancy Detail

Adv No. : 01/2020  
 Advertisement Name : Full time positions (NON MEDICAL) available in HOMI BHABHA CANCER HOSPITAL / MPMCC, VARANASI  
 Start DateTime : 13/01/2020 To End DateTime : 31/01/2020

## Available Job Posts

Sr No.	Post	Adv Type	Pay Flag	Is Online	Click Online availability
1	OFFICER IN-CHARGE (DISPENSARY)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
2	IN-CHARGE (CENTRAL STERILE SUPPLY DEPARTMENT)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
3	NURSING SUPERINTENDENT	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
4	MEDICAL PHYSICIST 'C'	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
5	SCIENTIFIC OFFICER 'C' (PATHOLOGY)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
6	SCIENTIFIC ASSISTANT 'B' (RADIO THERAPY)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
7	SCIENTIFIC ASSISTANT 'B' (HEMATOPATHOLOGY)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
8	SCIENTIFIC ASSISTANT 'B' (RADIODIAGNOSIS)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
9	SCIENTIFIC ASSISTANT 'B' (WASTE MANAGEMENT)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
10	SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE)	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
11	ASSISTANT ADMINISTRATIVE OFFICER	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
12	ASSISTANT ACCOUNTS OFFICER	NON MEDICAL	YES	YES	<a href="#">Print Form</a>
13	ASSISTANT MEDICAL SOCIAL WORKER	NON MEDICAL	YES	YES	<a href="#">Print Form</a>

## Description

**TATA MEMORIAL CENTRE**

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

Advt.No.01/2020

13.01.2020

**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 / MPMCC, VARANASI** are listed below: "The Selection Tests/ Interviews may be held at Varanasi and / or Mumbai depending upon the number of candidates, and at the discretion of management."

<b>1) OFFICER IN-CHARGE (DISPENSARY) – 01 UR</b>	
<b>Level</b>	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.56,100/- Level 10, Cell 1
<b>Age : Age as on 31.01.2020</b>	40 years
<b>Qualification &amp; Experience</b>	Bachelor's degree in Pharmacy with State Pharmacy Council registration and Post-Graduate Degree / Diploma in Material Management / Business Administration from reputed institute.  Candidate should have 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.  OR  MBBS from a recognized university with MCI 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  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.
<b>2) IN-CHARGE (CENTRAL STERILE SUPPLY DEPARTMENT)– 02 (1 UR, 1 OBC)</b>	
<b>Level</b>	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.56,100/- Level 10, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	40 years
<b>Qualification &amp; Experience</b>	M.Sc.in Chemistry /Physics / Zoology / Microbiology / Biotechnology with 50% marks and Post Graduate Diploma /Degree in Hospital Management preferable. Minimum 10 years experience in C.S.S.D. of a 150+ bedded reputed hospital OR minimum 10 years experience in a 300+ bedded hospital. Out of the total required experience minimum 5 years must be in Senior position.
<b>3) NURSING SUPERINTENDENT - 01 UR</b>	
<b>Level</b>	Level 11 [Pre-revised PB-3, Rs.15600-39100 + 6600 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.67,700/- Level 11, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	45 years.
<b>Qualification &amp; Experience</b>	M.Sc in Nursing with 15 years' experience out of which 12 years' should be teaching /administration experience with minimum of 5 years' in collegiate programme. Ph.D (Nursing) is desirable.

<b>4) MEDICAL PHYSICIST 'C' – 03 (1 UR, 1 SC, 1 ST)</b>	
<b>Level</b>	Level 10 [ Pre-revised PB-3, Rs. 15600 – 39100 + 5400 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.56100/- Level 10, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	35 years
<b>Qualification &amp; Experience</b>	M.Sc. (Physics) and Diploma in Radiological Physics or equivalent AERB approved qualifications. Experience with advanced computerized treatment planning systems and other state of the art technology will be essential.
<b>5) SCIENTIFIC OFFICER 'C' (PATHOLOGY) – 02 (1UR, 1 OBC)</b>	
<b>Level</b>	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.56,100/- Level 10, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	35 years.
<b>Qualification &amp; Experience</b>	M. Sc.( Botany/ Zoology / Chemistry/Applied Biology) and preferably with a diploma in Medical Laboratory Technology from a recognized institute. Candidate must have atleast 3 years experience in a responsible position of Histopathology of a large hospital / Diagnostic centre. Candidates with experience in Immunohistochemistry Laboratory and proficiency in English language, computer skills and who are well conversant with Accreditations related process will be given preference.
<b>6) SCIENTIFIC ASSISTANT 'B' (RADIO THERAPY) – 02 SC</b>	
<b>Level</b>	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.35400/- Level 6, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	30 years
<b>Qualification &amp; Experience</b>	B.Sc. (Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy Technology from recognized institute / university approved by AERB with minimum 1 year experience in modern Radiotherapy Technology <b>OR</b> B.Sc (Radiotherapy Technology) – 3 years course from a recognized institute /university approved by AERB with 3 years experience in modern Radiotherapy Technology.
<b>7) SCIENTIFIC ASSISTANT 'B' (HEMATOPATHOLOGY) – 1 OBC</b>	
<b>Level</b>	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.35400/- Level 6, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	30 years
<b>Qualification &amp; Experience</b>	B.Sc. in Biological Sciences including Biotechnology with 50% marks and Degree or Diploma in Medical Laboratory Technology or equivalent from a Government recognized Institute with minimum one year working experience in busy Haemato-pathology Laboratory. Preference will be given to those having additional qualifications with M.Sc. and experience in flow Cytometry <b>OR</b> B.SC (MLT) with 50% marks and two years experience in busy Haemato-pathology Laboratory.
<b>8) SCIENTIFIC ASSISTANT 'B' (RADIODIAGNOSIS) – 1 ST</b>	
<b>Level</b>	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.35400/- Level 6, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	30 years
<b>Qualification &amp; Experience</b>	B.Sc. / B. Pharm. with minimum 50% marks and 2 years Diploma in Medical Imaging Technology <b>OR</b> B.Sc. (Physics) with minimum 50% marks and 2 years Diploma in Medical Radiography <b>OR</b> H.S.C. and 3 years degree course B.Sc. in Medical Radiography. Should have atleast 01 year experience as Medical Radiographer in a large Hospital with CT and MRI.
<b>9) SCIENTIFIC ASSISTANT 'B' (WASTE MANAGEMENT) – 1 UR</b>	
<b>Level</b>	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.35400/- Level 6, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	30 years
<b>Qualification &amp; Experience</b>	B. Sc (Microbiology) with DMLT. Preference will be given to at least one year experience in a laboratory / hospital laboratory or Biomedical Waste management division of a hospital <b>OR</b> B.SC (MLT) with 50% marks and two years experience in a laboratory / hospital laboratory or Biomedical Waste management division of a hospital.

<b>10) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE) – 1 ST</b>	
<b>Level</b>	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.35400/- Level 6, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	30 years
<b>Qualification &amp; Experience</b>	B.Sc. (Biochemistry / Chemistry / Botany / Zoology / Microbiology) 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 OR B.SC (MLT) with 50% marks and two years experience in a FDA licensed Blood Bank.
<b>11) ASSISTANT ADMINISTRATIVE OFFICER – 01 UR</b>	
<b>Level</b>	Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.44,900/- Level 7, Cell 1+ Allowances applicable
<b>Age : Age as on 31.01.2020</b>	35 years
<b>Qualification &amp; Experience</b>	Graduate in any discipline with a Post Graduate Degree / Diploma in Personnel Management / Human Resource Management / Healthcare Management from a reputed Institution. The candidate should have 3 years experience in supervisory capacity in Administration / Personnel in a unit of (Government / Autonomous Body or R & D Institution/ Large Hospital / Commercial Undertaking) dealing with General Administration, Recruitment, Establishment matter etc. Candidates well versed with Government procedures will be preferred.
<b>12) ASSISTANT ACCOUNTS OFFICER– 01 UR</b>	
<b>Level</b>	Level 7 [Pre-revised PB-2, Rs.15600-39100 + 4600 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.44900/- Level 7, Cell 1+ Allowances applicable
<b>Age : Age as on 31.01.2020</b>	35 years.
<b>Qualification &amp; Experience</b>	ICWAI/FCA/MBA (Finance) with Three years experience or passed SAS or equivalent examination having minimum 3 years experience in the pre-revised pay scale of Rs.9300-34800 or Post Graduate in Commerce with 3 years experience in a supervisory capacity in a Government Organization / Public Sector Undertaking / Autonomous Body.
<b>13) ASSISTANT MEDICAL SOCIAL WORKER – 1 OBC</b>	
<b>Level</b>	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP ]
<b>Level of Pay in Pay Matrix</b>	Rs.35400/- Level 6, Cell 1 + Allowances applicable
<b>Age : Age as on 31.01.2020</b>	30 years
<b>Qualification &amp; Experience</b>	Post graduate degree in Social Science (MSW) from a recognized university with minimum one year experience (after MSW) preferably in the field of Medical Social work.

Last date for online application is **31.01.2020** upto 05.30 p.m. (Indian Standard Time) & receiving hard copy of online applications within 7 days from last date of Online application i.e. **07.02.2020** at H.R.D. Department, 3<sup>rd</sup> floor, Service Block, Tata Memorial Hospital, Parel, Mumbai – 400012.

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 and summarily rejected.

Note: Admit Card/Hall Ticket for the Written Exam / Interview / Skill Test will be uploaded online.

**GENERAL CONDITIONS:****HiQPdf Free Limited Version 09/27/2024**1. Age & experience will be reckoned as on **31.01.2020**. Experience will be reckoned post required qualifications.

2. Reservation of posts under various categories shall be applicable as per Govt. Rules.

3. For Inquiry : Candidates may email to [hrdvaranasi@tmc.gov.in](mailto:hrdvaranasi@tmc.gov.in) . No phone calls will be entertained**4. Age Relaxation :**

(a) Upper age is relaxable for persons belonging to Reserved Categories such as SC/ST/OBC/PWD/Ex-servicemen &amp; 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) (Ex-servicemen should submit their undertaking whether they have availed benefit of age relaxation as prescribe for Ex-Servicemen while securing another employment after retirement from Armed forces. If so, they are not eligible for such benefits.)

(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.

**5. 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.

**6. 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.****7. 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.

8. 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 &amp; Research Centre, Mullanpur, Homi Bhabha Cancer Hospital &amp; Research Centre, Vizag, 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.

9. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.

**10. 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 sealed covers superscribed as "POST APPLIED FOR - Advt. No. 01/2020" on or before the last date of receiving the application to the 3<sup>rd</sup> Floor, Service Block building, 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 application will be rejected.(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 :**

1. Past Employment : Experience certificate indicating the date of joining and relieving.
2. 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 Chanel : Persons working under Central / State Government / Autonomous Body / Semi Government Organizations and other Public Sector Undertakings must submit their application through the head of the organization.****[III]** Separate application should be submitted for each post / category.11. **Referees**: Three Referees listed by the candidate should have been associated with the training or supervision of the candidate's work for **Sr. No. 01-05 and 11-12**.

12. Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Interview / Skill test without assigning any reason thereof.

13. Selection Criteria is as follow:

Sr. No.	Posts	Selection Criteria
1	1 – 3	Candidates will be selected on the basis of Interview.
2	4- 12	The candidates who are successful in the written examination will be called for the Interview. The candidate will be selected on the basis of the marks obtained in the written examination and Interview.
3	13	The candidates who are successful in the written examination will be called for the Skill Test. The candidates will be selected on merit basis of the marks obtained in the Written Examination. Skill Test is of qualifying nature only.

Tata Memorial Centre reserves the right to conduct the Written Examination of Higher posts (for Sr. 1-3) depending upon the number of applications.

14. 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.

15. 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.

16. 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.

17. **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.18. **Late and incomplete applications will be summarily rejected. Canvassing in any form will disqualify the candidature.**19. **Legal jurisdiction for any dispute will be at Mumbai only.**(BENNY GEORGE)  
H.R.D.OFFICER