



TATA MEMORIAL CENTRE
TATA MEMORIAL HOSPITAL, PAREL, MUMBAI
AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA

Advt.No.TMC/MUMBAI/AD-116/2019

27.08.2019

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.) SCIENTIFIC OFFICER 'C' (NUCLEAR MEDICINE): (01-UR)

Level	Level 10 [Pre-revised PB-3, Rs.15600-39100 + 5400 GP]
Level of Pay	Rs.56,100/- Level 10, Cell 1 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	35 years.
Qualification & Experience :	M.Sc. with PGDFIT or DMRIT of Homi Bhabha National Institute or M.Sc. Nuclear Medicine Technology. Minimum one year experience after completion of PG Diploma or M.Sc. Nuclear Medicine. Must have adequate experience in hybrid imaging SPECT/CT, PET/CT including contrast enhanced CT. Candidates with B.Sc. with PGDFIT or DMRIT with minimum 3 years' experience in hybrid imaging SPECT / CT, PET / CT including contrast enhanced CT can also apply and may be considered for a lower grade. The candidate must have passed RSO examination of BARC.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

2.) SCIENTIFIC OFFICER 'SB' (BIOCHEMISTRY) : (01-UR , 01-SC)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	35 yrs.
Qualification & Experience :	M.Sc. (Botany/Zoology/Chemistry/Biochemistry/Biotechnology) 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.

3.) SCIENTIFIC OFFICER 'SB' (CIVIL) : (01-OBC)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	35 yrs.
Qualification & Experience :	Full time B.E./B.Tech in Civil Engineering with First class from AICTE approved College / University with minimum 03 years post qualification experience OR Full time Diploma with First Class in Civil Engineering from State Board of Technical Examination with 08 years post qualification experience in Construction or Maintenance of Institutional Buildings / Commercial Buildings / Residential Complex with exposure in quantity estimation, site supervision, quality assurances etc.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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4.) SCIENTIFIC OFFICER 'SB' (BIOMEDICAL): (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	35 yrs.
Qualification & Experience :	B.E. / B.Tech (Biomedical) with 7 years of experience out of which 3 years in hospital setup. A candidate will have to supervise, co-ordinate & manage biomedical maintenance activities.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

5.) MEDICAL PHYSICIST 'C' : (01-SC)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	35 yrs.
Qualification & Experience :	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.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

6.) SCIENTIFIC ASSISTANT 'B' (BIOCHEMISTRY): (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc. in Medical Laboratory Technology with 50% marks with 2 years experience in Medical Laboratory OR B.Sc. in (Biochemistry/ Chemistry/ Botany/Zoology/Life Sciences/ Biotechnology) 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. Candidate familiar with Biochemistry autoanalyzers, Serum Protein Electrophoresis & Immunofixation techniques will be given preference.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

7.) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE):

TATA MEMORIAL HOSPITAL, MUMBAI : 01UR, 01-EWS, 01-SC

HBCHRC, VIZAG : 01-UR, 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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc.(Biochemistry/Chemistry/Botany/Zoology/Microbiology/Biotechnology) with minimum 50% marks and 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 (Medical Laboratory Technology) from a University recognized by Central/State Government and two years experience in a FDA licensed Blood Bank.
LOCATION	1.)Tata Memorial Hospital, Parel, Mumbai. 2.)Homi Bhabha Cancer Hospital & Research Centre, Vizag.

8.)SCIENTIFIC ASSISTANT 'B' (CYTOPATHOLOGY): (01-UR, 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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc. (Biochemistry/Chemistry/Botany/Zoology/Microbiology) with 50% marks and Diploma in Medical Laboratory Technology with 01 year experience in the Laboratory Techniques OR B.Sc. in Medical Laboratory Technology with 50% marks with 2 years experience in the Laboratory Techniques.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

9.) SCIENTIFIC ASSISTANT 'B' (CENTRAL STERILE SUPPLY DEPARTMENT (C.S.S.D.) : (02-UR, 01-SC,01-ST)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc. with minimum 50% marks from a recognized University and 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.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

10.) SCIENTIFIC ASSISTANT 'B' (RADIO-DIAGNOSIS) : (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	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.

11.) SCIENTIFIC ASSISTANT 'B' (PATHOLOGY) : (01- EWS)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc. (Botany / Zoology / Chemistry / Applied Biology / Biotechnology) with 50% marks and Degree or Diploma in Medical Laboratory Technology from a Government recognized Institute with minimum one-year working experience in Surgical Pathology Laboratory OR B.Sc. (MLT) from a Government recognized Institute / University with minimum two-years working experience in Surgical Pathology Laboratory. Candidates should possess basic computer skills and good working knowledge of English.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

12.)SCIENTIFIC ASSISTANT 'B' (HAEMATOPATHOLOGY): (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	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 OR B.SC (MLT) with 50% marks and two years experience in busy Haemato-pathology Laboratory.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

13.) SCIENTIFIC ASSISTANT 'B' (GENERAL MEDICINE): (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc. (in any stream) with 50% marks and 01 year experience in Echocardiography. Candidates with certified course in Echocardiography and experience in stress testing will be preferred.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

14.) SCIENTIFIC ASSISTANT 'B' (RADIATION ONCOLOGY):

TATA MEMORIAL HOSPITAL, MUMBAI : 01-UR

HCBHRC, VIZAG : 01-SC, 01-ST

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc.(Physics) with minimum 50% marks and Post Graduate Diploma in Radiotherapy Technology from recognized institute / university approved by AERB with minimum 01 year experience in modern Radiotherapy Technology OR B.Sc (Radiotherapy Technology) – 3 years course from a recognized institute / university approved by AERB with 3 years experience in modern Radiotherapy Technology.
LOCATION	1.)Tata Memorial Hospital, Parel, Mumbai. 2.)Homi Bhabha Cancer Hospital & Research Centre, Vizag)

15.) SCIENTIFIC ASSISTANT 'B': (BIO-MEDICAL WASTE): (01-ST)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc (in any stream) with 50% marks and 01 year experience in Biomedical Waste Management .
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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16.) SCIENTIFIC ASSISTANT 'B' (MOLECULAR LABORATORY) : (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc.(in any stream) with 50% marks and D.M.L.T. (Diploma in Medical Lab. Technology) from Government recognised Institute with 1 year experience in Molecular Techniques, quality control procedures in clinical laboratory.
LOCATION	1.)Tata Memorial Hospital, Parel, Mumbai.

17.) 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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc.(Microbiology) with 50% marks and Diploma Medical Laboratory Technology from a Government recognized Institute with 01 year experience in Institutional Clinical Microbiology Department OR B.Sc in Medical Laboratory Technology from a Government recognized Institute with 02 years experience in Institutional Clinical Microbiology Department.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

18.) OFFICER-IN-CHARGE (DISPENSARY): (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	45 yrs
Qualification & Experience :	<p>Bachelor's degree in Pharmacy with State Pharmacy Council registration and Post-Graduate Degree / Diploma in Material Management / Business Administration from reputed institute.</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p>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.</p>
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag)

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19.) TECHNICIAN 'A' (PLUMBER): (01-EWS, 01-ST)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	27 yrs.
Qualification & Experience :	SSC plus ITI (Plumber) 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.

20.) TECHNICIAN 'C' (C.S.S.D.) : (02-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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	10 + 2 Std. in Science with minimum 50% marks. Minimum 3 years experience as Technician in CSSD in a reputed hospital.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Vizag

21.) 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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	10 + 2 Std. in 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	Homi Bhabha Cancer Hospital & Research Centre, Vizag

22.)SCIENTIFIC ASSISTANT 'B' (RESEARCH ASSISTANT) : (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	30 yrs.
Qualification & Experience :	B.Sc (in any stream) with 5 years experience in Research related work, Publications, Managing events, Documentations, Co-ordination with patients etc.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

23.)ACCOUNTS OFFICER II : (01-SC)

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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	35 yrs.
Qualification & Experience :	ICWA/CA/MBA (Finance) with three years experience in a supervisory capacity OR passed SAS or equivalent examination having minimum 5 years experience in supervisory capacity in the pre-revised pay scale of Rs.9300-34800 OR Post Graduate in Commerce with 5 years experience in a supervisory capacity in a Government Organisation / Public Sector Undertaking / Autonomous Body. <u>Candidates who had applied & appeared for Interview against advt. no.129/2016 dt.02.12.2016, advt.no.114/2017 dt.30.10.2017 & advt.no.119/2018 dt.28.09.2018 will not be considered.</u>
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

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24.) JUNIOR LEGAL OFFICER : (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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	45 yrs.
Qualification & Experience :	Graduate in Law with 10 years experience in handling legal matters, RTI, Disciplinary cases, Property matters etc.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

25.) ASSISTANT SECURITY OFFICER: (02-UR, 01-OBC, 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 + Allowances applicable
Age :Upper Age limit as on : 20.09.2019	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. It is mandatory to submit a copy of Discharge Book / Driving License.
LOCATION	Tata Memorial Hospital, Parel, Mumbai.

Last date for online application is **20.09.2019** 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. **27.09.2019** at H.R.D. Department, 2nd 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.

GENERAL CONDITIONS :

1. Age & experience will be reckoned as on **20.09.2019**. 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 hrdrecruitment@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 & 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.

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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 (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.**

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 & Research Centre, Mullanpur, Homi Bhabha Cancer Hospital & 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 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) **Economically Weaker section (EWS) :** Valid income certificate (in format of Government of India) is mandatory.

(vi) **Persons with Disability :** Physical Disability Certificate

[II] **Through Proper Chanel : 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 /category.

11. **Referees** : Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work. **(for Sr.1,5, 18 & 23)**
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 there of.
13. 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.
14. 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.
15. 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.
16. **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.
17. **Late and incomplete applications will be summarily rejected. Canvassing in any form will disqualify the candidature.**
18. **Legal jurisdiction for any dispute will be at Mumbai.**

(BENNY GEORGE)
HRD OFFICER