



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

Advt.No.TMC/AD/151/2025

01.12.2025

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.) ADMINISTRATIVE OFFICER III (STORES) : (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 as applicable
Age :Upper Age limit as on : 24.12.2025	50 years
Qualification & Experience	Educational Qualifications: Graduation Essential Experience: 10 years work experience in a Lower / Middle managerial position In Central / State Government / PSU /Autonomous Bodies in the relevant field with knowledge of Government orders and Rules on Service matters. Out of which, 08 years experience, should be in Level 8 in the 7th CPC Pay matrix level/ Grade Pay Rs.4800 and above. Desirable Experience: Degree in Law. Good knowledge of Government rules & regulations.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.

2.) DEPUTY CONTROLLER OF ACCOUNTS : (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 as applicable
Age :Upper Age limit as on : 24.12.2025	50 years
Qualification & Experience	Educational Qualifications: Graduation Essential Experience: 10 years work experience in a Lower/ Middle managerial position in Central/ State Government / PSU/ Autonomous Bodies in the field of Finance and Accounts with knowledge of Government orders and Rules. Out of which, 08 years experience, should be in Level 8 in the 7th CPC Pay matrix level/ Grade Pay Rs 4800 and above Desirable Experience: ICWA / CA. Good Knowledge of Government rules & regulations.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.

3.) DEPUTY CHIEF SECURITY OFFICER (GRADE-I):

(01-UR BBCI, GUWAHATI) (01-UR HBCHRC, MUZAFARPUR) (01-UR ACTREC, NAVI MUMBAI) (01-UR HBCHRC, PUNJAB)

Level	Level 9 [Pre-revised PB-2, Rs.9300-34800 + 5400 GP]
Level of Pay in Pay Matrix	Rs.53,100/- Level 9, Cell 1 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	50 years
Qualification & Experience	<p>Educational Qualifications: Graduate from a recognised university / Institution OR Graduation certificate from armed forces or any other recognized university.</p> <p>Essential Experience: Ex-servicemen / Police Personnel / Central Para Military Forces : Personnel worked in a capacity of JCOs of Armed Forces / Inspector of regular police and Central Para Military Forces.</p> <p>Candidates should possess thorough knowledge of security related works/fire fighting.</p> <p>Desirable Experience: Candidates having relevant experience in large Civil Organization / Hotel / Hospital / Airport etc.</p>
LOCATION	<p>1)Dr.B.Boroah Cancer Institute, Guwahati (BBCI) 2)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur. 3)Advanced Centre for Treatment, Research & Education in Cancer, Kharghar, Navi Mumbai. 4)Homi Bhabha Cancer Hospital & Research Centre, Mullanpur,Punjab.</p>

4.) PUBLIC RELATIONS OFFICER -I :

(01-UR ACTREC, NAVI MUMBAI) (01-UR HBCHRC, MUZAFFARPUR)

Level	Level 9 [Pre-revised PB-2, Rs.9300-34800 + 5400 GP]
Level of Pay in Pay Matrix	Rs.53,100/- Level 9, Cell 1 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	50 years
Qualification & Experience	<p>Educational Qualifications: Graduation.</p> <p>Essential Experience: 15 years work experience in Central/ State Government/ PSU/ Autonomous Bodies in the relevant field with knowledge of government orders and rules on service matters. Out of which, 5 years experience, should be in Level-8 and above in the 7th CPC Pay matrix level/ Grade of Rs.4800.</p>
LOCATION	<p>1)Advanced Centre for Treatment, Research & Education in Cancer, Kharghar, Navi Mumbai. 2)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.</p>

5.) DEPUTY ADMINISTRATIVE OFFICER (HRD) : (01-UR)

Level	Level 9 [Pre-revised PB-2, Rs.9300-34800 + 5400 GP]
Level of Pay in Pay Matrix	Rs.53,100/- Level 9, Cell 1 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	50 years
Qualification & Experience	Educational Qualifications: Graduation. Essential Experience: 15 years work experience in Central/ State Government/ PSU/ Autonomous Bodies in the relevant field with knowledge of government orders and rules on service matters. Out of which, 5 years experience, should be in Level-8 and above in the 7 th CPC Pay matrix level/ Grade of Rs.4800. Desirable Experience: Proficiency in computer applications and knowledge in respective subject, Government rules & regulations.
LOCATION	Homi Bhabha Cancer Hospital, Sangrur, Punjab.

6.) DEPUTY ADMINISTRATIVE OFFICER : (01-UR)

Level	Level 9 [Pre-revised PB-2, Rs.9300-34800 + 5400 GP]
Level of Pay in Pay Matrix	Rs.53,100/- Level 9, Cell 1 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	50 years
Qualification & Experience	Educational Qualifications: Graduation Essential Experience: 15 years work experience in Central / State Government / PSU / Autonomous Bodies in the relevant field with knowledge of Government orders and Rules on Service matters. Out of which, 5 years experience, should be in Level 8 and above in the 7 th CPC Pay matrix level / Grade Pay Rs. 4800. Desirable Experience: Proficiency in computer applications and knowledge in respective subject, Government rules & regulations.
LOCATION	Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur.

7.) ACCOUNTS OFFICER II :

(01-UR BBCI, GUWAHATI) (01-UR HBCHRC, MUZAFFARPUR) (01-UR HBCH, SANGRUR, PUNJAB)

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 as applicable
Age :Upper Age limit as on : 24.12.2025	45 years
Qualification & Experience	Educational Qualifications: Graduation with minimum 50% marks. Essential Experience: 10 years work experience in Central / State Government / PSU / Autonomous Bodies in the field of Finance and Accounts with knowledge of Government orders and Rules. Out of which, 3 years experience, should be in Level 7 and above in the 7 th CPC Pay matrix level / Grade Pay Rs. 4600 and above. Desirable Experience: ICWA / CA Proficiency in computer applications and knowledge in respective subject, Government rules & regulations.
LOCATION	1) Dr. B. Borooah Cancer Institute, Guwahati (BBCI) 2) Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur. 3) Homi Bhabha Cancer Hospital, Sangrur, Punjab

8.) ASSISTANT ADMINISTRATIVE OFFICER :

(01-OBC BBCI, GUWAHATI) (02-UR HBCHRC, MUZAFFARPUR) (01-UR HBCH,SANGRUR,PUNJAB)
(01-SC/ 01-EWS HBCHRC,MULLANPUR,PUNJAB)

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 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	40 years
Qualification & Experience	Educational Qualifications: Graduation with minimum 50% marks. Essential Experience: 8 years work experience in Central / State Government / PSU / Autonomous Bodies in the field of administration with knowledge of Government orders and Rules on Service matters. Desirable Experience: Proficiency in computer applications and knowledge in respective subject, Government rules & regulations.
LOCATION	1)Dr.B.Boroah Cancer Institute, Guwahati (BBCI) 2)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur. 3)Homi Bhabha Cancer Hospital, Sangrur, Punjab 4) Homi Bhabha Cancer Hospital & Research Centre, Mullanpur ,Punjab.

9.) ASSISTANT ACCOUNTS OFFICER :

(01-UR HBCHRC, MUZAFFARPUR) (01-UR HBCH,SANGRUR,PUNJAB) (01-OBC HBCHRC,MULLANPUR,PUNJAB)

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 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	40 years
Qualification & Experience	Educational Qualifications: Graduation with minimum 50% marks. Essential Experience: 08 years work experience in Central / State Government / PSU / Autonomous Bodies in the field of Finance and Accounts with knowledge of Government orders and Rules. Desirable Experience: ICWA / CA Proficiency in computer applications and knowledge in respective subject, Government rules & regulations.
LOCATION	1)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur. 2)Homi Bhabha Cancer Hospital, Sangrur, Punjab 3) Homi Bhabha Cancer Hospital & Research Centre, Mullanpur ,Punjab.

10.) ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE & STORES) :**(02-UR HBCHRC, MUZAFFARPUR) (01-SC HBCHRC, VARANASI)**

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 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	40 years
Qualification & Experience	Educational Qualifications: Graduation with minimum 50% marks. Essential Experience: 8 years work experience in Central/ State Government/ PSU/ Autonomous Bodies in the relevant field with knowledge of Government orders and rules on service matters.
LOCATION1)	1)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur. 2) Homi Bhabha Cancer Hospital & Research Centre, Varanasi.

11.) ASSISTANT ADMINISTRATIVE OFFICER (PURCHASE) : (01-OBC HBCH,SANGRUR,PUNJAB)

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 + Allowances as applicable
Age :Upper Age limit as on : 24.12.2025	40 years
Qualification & Experience	Educational Qualifications: Graduation with minimum 50% marks. Essential Experience: 8 years work experience in Central/ State Government/ PSU/ Autonomous Bodies in the relevant field with knowledge of Government orders and rules on service matters.
LOCATION	Homi Bhabha Cancer Hospital, Sangrur, Punjab.

12.) ASSISTANT :**(03- UR HBCHRC, MUZAFFARPUR) (01-UR HBCHRC,MULLANPUR,PUNJAB)****(02-UR/ 1-EWS/ 1-OBC HBCH,SANGRUR,PUNJAB)**

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 as applicable
Age :Upper Age limit as on : 24.12.2025	35 years
Qualification & Experience	Educational Qualifications: Graduation with minimum 50% marks. Essential Experience: 07 years work experience in Central/ State Government / PSU / Autonomous Bodies in the field of administration with knowledge of Government orders and Rules on Service matters. Desirable Experience: Knowledge of computer applications.
LOCATION	1)Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur. 2)Homi Bhabha Cancer Hospital, Sangrur, Punjab 3) Homi Bhabha Cancer Hospital & Research Centre, Mullanpur ,Punjab.

Note : The above posts are being advertised through Deputation/ Permanent Absorption advertisement across DAE/ Aided Institutions also. The candidates applying and getting shortlisted from DAE/ Aided Institutions for deputation/ permanent absorption will also be interviewed alongwith candidates applying and getting shortlisted from government sector against this newspaper advertisement and the candidates found suitable will be considered for the posts.

GENERAL CONDITIONS :

1. Candidates are required to have a valid email ID and mobile number. The email ID and mobile number should be kept active throughout this recruitment. Necessary intimation about call letters for written examination, document verification etc. will be sent through the registered Email IDs/registered mobile numbers only.
2. Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing day.
3. (a) Last date for online application is **24.12.2025** upto 05.30 p.m. (Indian Standard Time).

(b) Candidates must send in their candidature through “**Online Application**” only. Candidates will have to upload required documents mentioned in the form at the time of filling the Online Application.

(c) Candidates will be initially screened and called for Interview / Written Examination on the basis of information provided by them in the online application form.

(d) **Incomplete & Online non-submitted applications will be summarily rejected.**

(e) Candidates who would be called for Interview / Written Examination are required to **carry original documents alongwith one set of copy** in support of the details furnished in the online application form regarding date of birth, qualifications, experience, caste, disability certificate etc., failing which such applicants will not be allowed to appear for Interview / Written Examination.
 - (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, NOC.
 - (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 website.**
 - (v) **Economically Weaker section (EWS)** :Valid income certificate (in format of Government of India) is mandatory.
 - (vi) **Persons with Disability** : Physical Disability Certificate
 - (vii) **PwBD** : Autism, Intellectual Disability, Specific Learning Disability & Mental illness with disability i.e. Specific Learning Disability (SLD)
(f) **Through Proper Chanel** : Persons working under Central / State Government / Autonomous Body / Semi Government Organisations and other Public Sector Undertakings must obtain the permission from their Head of the Organisation to apply for the post & to produce the same at the time of Written Examination / Interview, failing which they shall not be allowed to appear for Written Examination / Interview.

(g) **Referees** : Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work.

- (h) Tata Memorial Centre reserves the right to fix minimum eligibility standard / bench mark and restrict no. of candidates called for Written examination / Interview 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 as well as selecting the candidates for final selection after Written test / Interview. 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.
- (i) Tata Memorial Centre reserves the right to restrict the number of candidates called for the Written Examination / Interview 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.
- (j) In case it is found at any stage of recruitment that the candidate does not fulfil 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 fulfils all the eligibility criteria under the norms mentioned in the advertisement.
- (k) Tata Memorial Centre also reserves the right not to call any candidates to appear for Written examination / Interview test without assigning any reason there of.
- (l) Canvassing in any form will disqualify the candidature.
4. Age & experience will be reckoned as on **24.12.2025**. **Experience will be reckoned post required qualifications.**
5. Reservation of posts under various categories shall be applicable as per Govt. Rules.
6. For Inquiry : Candidates may email to hrdrecruitment@tmc.gov.in . No phone calls will be entertained
7. **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) If the post is only for unreserved category, age relaxation will not be applicable to reserved candidates.
- (c) Age relaxation maximum by 5 years for TMC employees and employees working in TMC on temporary basis / under project / on contract basis, etc.
8. **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.**
9. **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 as per the applicable Government rules.

10. Candidates appointed will be rotated in any Units of TMC (Tata Memorial Hospital, Mumbai, ACTREC, Navi 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, BBCL, Guwahati, Homi Bhabha Cancer Hospital & Research Centre, Muzaffarpur) on the needs of the Units concerned as and when necessary.

11. **Transfer** : Selected candidates shall have to serve the respective location for minimum of 5 years before any request for transfer to other units of TMC. However, TMC management reserves the right to transfer any of the staff member.

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

13. **Non Receipt of Application** : Tata Memorial Centre does not take any responsibility for non receipt of application through Online.

14. **Legal jurisdiction for any dispute will be at Mumbai.**

15. The mode of selection, paper pattern & syllabus for the above posts are as follows:

For post at sr.no.	Mode of selection	Paper pattern	Syllabus
1 to 7	Interview	NA	NA
8 to 11	Written Examination & Interview (Equal weightage)	100 marks : Multiple Choice Questions (MCQ)	The Written Examination questions will be based on the respective area of specialization/ expertise.
12	Written Examination	100 marks : Multiple Choice Questions (MCQ)	The Written Examination questions will be based on the respective area of specialization/ expertise.

The mode of selection i.e. Interview/ Written Examination/ Written Examination & Interview will be decided by competent authority and may vary than above, based on number of candidates shortlisted/ appearing for the same.

(BENNY GEORGE)
CHIEF ADMIN. OFFICER (HRD), TMC

