



**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/07/2026**

**16.01.2026**

Applications are invited for the post '**Senior Quality Improvement Program Officer**' under NCG A/c No.-5377. (Initially for a period of six months)

Post	Qualification & Experience	Pay Scale	No. of Post
Senior Quality Improvement Program Officer	<b>Essential:</b> <ul style="list-style-type: none"><li>• Masters in Life Sciences/ Masters in Hospital Administration/ Masters Degree in Quality Management</li><li>• 2 years of Experience in Quality management programs in a large hospital</li></ul>	Rs.1,00,000/- p.m (consolidated)	01

**Desirable: -**

- Demonstration of ability to handle multi-stakeholder projects
- Knowledge of developing, implementing and monitoring quality indicators
- Ability to synthesize and present the reports to various stakeholders
- Ability to write and lead or mentor quality improvement projects
- Experience in NABH, NABL, CAP and other accreditation programs
- Experience in QI research
- A working knowledge of Indian health care systems at national and state levels.
- Leadership experience

**Note: -**

- **Age Limit- 45 years**
- The work will be in-person and based in Mumbai, but the candidate should be prepared to travel as & when necessary.

**Duties & Responsibilities: -**

- Coordinate and lead the institutional peer review program of the NCG.
- Develop a core team and organizational planning for peer-review
- Refine metrics the peer-review including data collection templates
- Lead in drafting key documents for the NCG-peer review, including Terms of reference (TORs), Standard Operating Procedures (SOPS), methods manual and reference case, process documents and report templates.
- Periodic follow-up with the centres to get the required dataset prior to initiation of peer-review
- Coordination with peer-review team and NCG member centre management
- Leading the communication of activities of the NCG-peer-review including liaising with group members, arranging meetings, and communicating with other partners
- Providing progress updates on the work of the peer review to the NCG convener or the designated person
- Supporting the NCG- peer review team members in developing and maintaining effective working relationships with relevant partners and stakeholders.

- Developing proposals for QI programs across different domains
- Support the development and implementation of QI programs in NCG centres
- Preparing and producing reports
- Contributing to the writing, editing and publishing of reports and journal articles
- Respecting the confidentiality of work
- Support the laboratory External Quality Assurance Schemes (EQAS) programs
- Coordinate the NCG EQuIP training program
- Adhering to NCG policies and procedures

#### **GENERAL CONDITIONS:**

1. (a) Last date of online application is **02/02/2026**, upto 05:30 p.m. (Indian Standard Time)  
 (b) Candidates must send in their candidature through “**Online Application**” only.  
 Link for online Application – [https://tmc.gov.in/fta/frm\\_Registration.aspx](https://tmc.gov.in/fta/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 online application form, original documents along with 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.  
 (f) Tata Memorial Centre reserves the right to restrict the number of candidates called for the 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 Interview.  
 (g) In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly.  
 (h) 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, 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 post, the candidate should ensure that he / she fulfills all the eligibility criteria under the norms mentioned in the advertisement.  
 (i) Tata Memorial Centre also reserves the right not to call any candidates to appear for Interview without assigning any reason thereof.
2. **Tata Memorial Centre does not take any responsibility for non-receipt of application through Online.**
3. **All the outstation candidates are required to make a note that accommodation will not be provided.**
4. **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.**
5. **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 Extn. 4664 or email to kevatnccg.tmh@tmc.gov.in**

**(BENNY GEORGE)**  
**CAO (HRD), TMC**