



TATA MEMORIAL CENTRE

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

Advt.No.42/2018

03.04.2018

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 & MMMMCC, VARANASI (Sr.No.1 to 28) & TMH, MUMBAI (Sr.No.29)** are listed below:

NON-MEDICAL	
1) SCIENTIFIC OFFICER 'C' (NUCLEAR MEDICINE) – 01 UR	
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 27.04.2018	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.
2) SCIENTIFIC OFFICER 'C' (BIOCHEMISTRY) – 01 UR	
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 27.04.2018	35 years.
Qualification & Experience	M.Sc. (Botany/Zoology/Chemistry) and preferably with a Diploma in Medical Laboratory from a recognized institute and at least 3 years experience in a responsible position of a Biochemistry Laboratory of a large Hospital / Diagnostic Centre. Candidates with proficiency in English language, Computer Skills and who are well conversant with Accreditation related process will be given preference. Well acquainted with Biochemistry Auto Analyzers and can interpret Serum Protein Electrophoresis results.
3) SCIENTIFIC OFFICER 'C' (HAEMATO-PATHOLOGY) – 01 UR	
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 27.04.2018	35 years.
Qualification & Experience	M.Sc. in Biological Science including Biotechnology. Preference will be given to those having experience in Haematopathology laboratory or clinical flow cytometry or additional experience in molecular techniques with Ph.D.

4) SCIENTIFIC OFFICER 'C' (MICROBIOLOGY) – 01 UR	
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 27.04.2018	35 years.
Qualification & Experience	M.Sc.(Microbiology) and degree or Diploma in Medical Laboratory Technology (M.L.T.) from a University recognized by Central/State Government and 3 years' experience in a institutional clinical Microbiology Department.
5) SCIENTIFIC OFFICER 'C' (PATHOLOGY) – 01 UR	
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 27.04.2018	35 years.
Qualification & Experience	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.
6) SCIENTIFIC OFFICER 'C' (CYTOGENETICS) : – 01 UR	
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 27.04.2018	35 years.
Qualification & Experience	M.Sc. from a recognized University in Zoology /Medical or Human Genetics /Cytogenetics /Biochemistry / Molecular Biology /Botany /Microbiology /Biotechnology /Life Sciences /Applied Biology. Candidates should have 5 years experience in Diagnostics Genetics Laboratory with minimum 3 years experience in Cancer Cytogenetic Laboratory. Candidate should be well versed with Technical Aspects, Analysis, Reporting and Quality Assurance programme in the laboratory. Candidates with good publications will be preferred.
7) SCIENTIFIC OFFICER 'B' (BIOMEDICAL) : – 01 UR	
Level	Level 8 [Pre-revised PB-2, Rs.9300-34800 + 4800 GP]
Level of Pay in Pay Matrix	Rs.47600/- Level 8, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	35 years.
Qualification & Experience	B.E. / B.Tech (Biomedical) with 7 years of experience in total of which 3 years in hospital setup. A candidate will have to supervise, co-ordinate & manage biomedical maintenance activities.
8) SCIENTIFIC ASSISTANT 'B' (BIOCHEMISTRY) – 01 UR	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	B. Sc in Medical Laboratory Technology with 50% marks with 2 years experience or B. Sc in (Biochemistry / Chemistry / Botany / Zoology / Life Science) 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 Auto Analyzers, Serum Protein Electrophoresis & Immunofixation techniques will be given preference.
9) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE) – 01 UR	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	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.

10) SCIENTIFIC ASSISTANT 'B' (WASTE MANAGEMENT) – 01 UR	
Level	Level 6 [Pre-revised PB-2, 9300-34800+ 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	B.Sc. in Environmental Science with minimum 50% marks and one year experience in a hospital or nursing home laboratory. Preference will be given to DMLT.
11) SCIENTIFIC ASSISTANT 'B' (BIOMEDICAL) – 01 UR	
Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	B.E. / B.Tech (Biomedical) with 3 years of experience in total of which 1 year in hospital setup. A candidate desirous to work independently for in-house repairs/maintenance /calibration activity shall be preferred.
12) HOUSEKEEPER – 01 UR	
Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	B.Sc in Hotel Management with minimum 50% marks with one year experience in the relevant field.
13) ASSISTANT MEDICAL SOCIAL WORKER – 02 UR	
Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	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.
14) PHARMACIST 'B' – 02 UR	
Level	Level 5 [Pre-revised PB-1, Rs.5200-20200 + 2800 GP]
Level of Pay in Pay Matrix	Rs.29200/- Level 5, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	B. Pharm with minimum 1-year experience OR D. Pharm with minimum 3 years experience working in Dispensary / Pharmacy of the Hospital having minimum 200 beds. Registration with State Pharmacy Council with duly allotted Registration Number is mandatory. Experience of working on computerized system desirable. Candidate should be prepared to work in shift duties, including night shift.
15) TECHNICIAN 'C' (NETWORKING) – 03 UR	
Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	Diploma in Electronics / Computer Engineering or Graduate in Computer Science OR any other graduate with atleast 1 year certificate course in Computer Technology from a reputed institute and having professional CCNA certification. Diploma or Graduation should be from a Government Recognized Board / University. Candidate should have minimum 3 years of hands on work experience in configuration / trouble shooting / maintaining large IT i-series (AS/400) System operations. Additionally Administration of window server (ADS, DNS, IIS etc.), IBM Tivoli facility management server, antivirus server, email server is essential. Candidate should be proficient in configuration and troubleshooting of various network equipments like L2 and L3 switches, routers, Wi-Fi Networking components etc. Candidates should be conversant with network security and firewall. Candidate having prior relevant experience of working in Healthcare industry will be preferred.

16) TECHNICIAN 'C' (ECG) – 01 UR	
Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	B. Sc. with Certificate / Diploma in ECG and 2 years experience in ECG.
17) NURSE 'A' (FEMALE) – 69 (UR- 20, OBC-19, SC-25, ST-5)	
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 applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	General Nursing & Midwifery plus Diploma in Oncology Nursing with 2 years clinical experience in a 50 bedded hospital OR Basic or Post Basic B.Sc.(Nursing) with 2 years clinical experience in minimum 50 bedded hospital. Candidates should be eligible to register with Indian Nursing Council / State Nursing Council. Candidates who have done Diploma in Nursing Oncology and served the entire bond period will be given relaxation in age by 5 years. Hepatitis Vaccination should be completed. Working pattern will be 6 days a week. General Nursing & Midwifery & Basic or Post Basic B.Sc (Nursing) should be recognized by Indian Nursing Council / State Nursing Council.
18) SENIOR ADMINISTRATIVE OFFICER – 01 UR	
Level	Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]
Level of Pay in Pay Matrix	Rs.78,800/- Level 12, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	45 years.
Qualification & Experience	Graduate with Post-Graduate Degree/Diploma in Personnel Management/Human Resources Management and/or Law. Should have at least five years experience in Central Government/Autonomous Body or R & D Institution, in a scale equivalent of pay of Rs.15600-39100 (Grade Pay 6600)(pre-revised), dealing with General Administration, Recruitment, Industrial/Staff Relations, Discipline/Vigilance matters, Court cases, RTI etc. The incumbent will be heading the Administrative Group, consisting of General Administration, House Keeping, Staff Cafeteria and Support Services. Accordingly he/she is required to have clear understanding of functions of these Sections. Working knowledge and experience of working in a computerized environment are essential.
19) 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 applicable
Age :Upper Age limit as on 27.04.2018	40 years.
Qualification & Experience	ICWAI / FCA / MBA (Finance) with 8 years experience in Financial Management and Managerial Information System OR Post Graduate as Commerce/SAS or equivalent with 10 years experience as Accounts Officer or equivalent capacity in Government Organization / Public Sector Undertaking / Autonomous Body in the pre-revised pay scale of Rs. 9300-34800 + 4800. Well versed with computerized accounting system.
20) DEPUTY ADMINISTRATIVE OFFICER (HR)– 01 UR	
Level	Level 9 [Pre-revised PB-2, Rs.15600-39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.53100/- Level 9, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	40 years.
Qualification & Experience	Graduate with Post Graduate degree/diploma in H.R.D / Labour Welfare / Personnel Management / Industrial Relations. A minimum 7 to 10 years experience in responsible capacity in Personnel and Welfare matters in a large Organization. Candidates working in the Government/Autonomous Body/PSUs in the administrative category should be in the grade pay of Rs. 4800/- with minimum 4 years service or in next lower grade pay of Rs.4600/- with 8 years experience in the post. Should be conversant with latest Labour Laws particularly applicable to Public Hospitals. Will have to look after the Staff Welfare matters and handle the staff grievances. Should be able to draft procedures, execute personnel and welfare policies and control labour. Will have to handle Union matters, disciplinary cases, conduct domestic inquiries and deal with litigation matters.

21) ASSISTANT ADMINISTRATIVE OFFICER – 02 UR	
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 applicable
Age :Upper Age limit as on 27.04.2018	35 years
Qualification & Experience	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.
22) ASSISTANT ACCOUNTS OFFICER– 02 UR	
Level	Level 7 [Pre-revised PB-2, Rs.15600-39100 + 4600 GP]
Level of Pay in Pay Matrix	Rs.44900/- Level 7, Cell 1+ Allowances applicable
Age :Upper Age limit as on 27.04.2018	35 years.
Qualification & Experience	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.
23) ASSISTANT PURCHASE AND STORES OFFICER– 01 UR	
Level	Level 7 [Pre-revised PB-2, Rs.15600-39100 + 4600 GP]
Level of Pay in Pay Matrix	Rs.44900/- Level 7, Cell 1+ Allowances applicable
Age :Upper Age limit as on 27.04.2018	35 years.
Qualification & Experience	Graduate in any discipline with a Post Graduate Degree /Diploma in Material Management from a reputed Institution. The candidate should have 3 years experience in supervisory capacity in a Purchase & Stores Unit of (Government / Autonomous Body or R & D Institution / Large Hospital / Commercial Undertaking) dealing with import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He should be well versed with customs clearance formalities, Purchase Information Systems and modern methods of purchases.
24) ASSISTANT – 9 (6-UR, 2-OBC, 1-SC)	
Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1+ Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years.
Qualification & Experience	Graduate in any discipline, Diploma in Computer with 5 years of clerical experience preferably in hospital, Central Govt., Autonomous Body.
25) LDC -29 (15-UR, 8-OBC, 4-SC, 02-ST)	
Level	Level 2 [Pre-revised PB-2, Rs.5200-20200 + 1900 GP]
Level of Pay in Pay Matrix	Rs.19900/- Level 2, Cell 1
Age :Upper Age limit as on 27.04.2018	27 years.
Qualification & Experience	H.S.C. plus computer course of minimum 3 months duration. Preference will be given to graduates. Candidates should have minimum 01 year clerical work experience.
26) SUB OFFICER 'A' – 01 UR	
Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years
Qualification & Experience	Should have completed Sub Officer Course conducted by National Fire Service College, Nagpur and minimum experience of 3 years in Industrial Fire Services. Should possess valid driving license for LMV, CMV & two wheelers. (No deformity, Height: Minimum 165cms, Weight: corresponding to height and age as per medical standards. Chest: Minimum 81cms (normal) and minimum 86 cms (after expansion) Vision: The minimum distance should be 6/6 and 6/9 both eyes without wearing glasses or any other aid. Night or color blindness shall be disqualification)

27) ASSISTANT SECURITY OFFICER – 01 UR	
Level	Level 6 [Pre-revised PB-2, Rs.9300-34800 + 4200 GP]
Level of Pay in Pay Matrix	Rs.35400/- Level 6, Cell 1+ Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years.
Qualification & Experience	Ex Servicemen who has rendered minimum 15 years of service in Armed forces only and should be equivalent to the rank of Ex Havaldar. Should possess and educational qualification equivalent to graduation. Should possess valid driving license for LMV and Two wheelers.
28) SECURITY ASSISTANT– 04 (03-UR , 01-OBC)	
Level	Level 4 [Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
Level of Pay in Pay Matrix	Rs.25500/- Level 4, Cell 1 + Allowances applicable
Age :Upper Age limit as on 27.04.2018	30 years.
Qualification & Experience	EX Servicemen who has rendered minimum 15 years of service in Armed forces only. Should possess an educational qualification equivalent to graduation. Should possess valid driving license for two-wheeler.
29) TECHNICIAN 'A' (WIREMAN AIRCONDITIONING) : (01 UR)	
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
Age :Upper Age limit as on 27.04.2018	30 yrs.
Qualification & Experience	SSC plus ITI /NCVT in the trade of Wireman from a Govt. recognized institute. Shall have valid license of Wireman. Basic skill test in Refrigeration & Air Conditioner from Government Institute. Candidate shall have basic knowledge of various types of AC System and its maintenance practices. Candidates shall have minimum 2 years work experience in the electrical circuits /system & just have field experience to work on fault finding practices.
Location	Tata Memorial Hospital, Parel, Mumbai.

Last date for online application is 27.04.2018 upto 05.30 p.m. & receiving hard copy of online applications within 12 days from last date of Online application i.e. 09.05.2018.

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.

GENERAL CONDITIONS :

1. Age & experience will be reckoned as on the last date of online application.
2. Reservation of posts under various categories shall be applicable as per Govt. Rules.
3. **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.
4. **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.

5. **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.**
6. **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.
7. 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) on the needs of the Units concerned as and when necessary.
8. The TMC also may exercise the option to offer appointments on "Contract Basis" for a fixed term on a consolidated remuneration.
9. **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. 42/2018 "** on or before the last date of receiving the application to the 3rd 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. Address queries, if any, to: E-Mail - hrdvaranasi@tmc.gov.in
 - (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
10. **Referees :** Three Referees listed by the candidate should have been associated with the training or supervision of the candidates work for Sr. No. 01 to 07 and 18 to 23.
11. 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.
12. 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.

13. 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.
14. 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.
15. **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.
16. **Late and incomplete applications will be rejected. Canvassing in any form will disqualify the candidature.**
17. Skype Interview can be arranged for the candidates at (Sr.No.1 to 7) presently working abroad subject to availability of the facility, if desired. Candidates seeking Skype Interview should submit photocopies of certificates attested by the present employer.
18. **Legal jurisdiction for any dispute will be at Mumbai.**

(P.K. SUKUMARAN)
HR & ADMIN. CO-ORDINATOR