

Job Vacancy Detail

Adv No. : 104/2019  
 Advertisement Name : Various Full time Non Medical positions available in HOMI BHABHA CANCER HOSPITAL / MPMMCC, VARANASI  
 Start DateTime : 27/07/2019 To End DateTime : 16/08/2019

Available Job Posts

Sr No.	Post	Adv Type	Pay Flag	Is Online	Click Online availability
1	SCIENTIFIC OFFICER 'C' (PATHOLOGY)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
2	MEDICAL PHYSICIST 'C'	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
3	OFFICER IN-CHARGE (DISPENSARY )	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
4	IN-CHARGE (CENTRAL STERILE SUPPLY DEPARTMENT)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
5	ENGINEER SB (MECHANICAL)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
6	SCIENTIFIC OFFICER 'SB' (BIOMEDICAL)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
7	SCIENTIFIC ASSISTANT 'B' (RADIO THERAPY)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
8	FOREMAN (CIVIL)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
9	FOREMAN (ELECTRICAL)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
10	FOREMAN (MECHANICAL)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
11	SUB OFFICER 'A'	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
12	PHARMACIST 'B'	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
13	TECHNICIAN 'C' (CENTRAL STERILE SUPPLY DEPARTMENT)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
14	TECHNICIAN 'C' (ICU)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
15	TECHNICIAN 'A' LINEN & LAUNDRY	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
16	NURSING SUPERINTENDENT	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
17	ASSISTANT NURSING SUPERINTENDENT	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
18	NURSE 'A' ( FEMALE)	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
19	SENIOR ADMINISTRATIVE OFFICER	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
20	LOWER DIVISION CLERK	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
21	PUBLIC RELATIONS OFFICER	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>
22	COOK 'A'	NON MEDICAL	YES	YES	<a href="#">Online Application Form</a>

Description

## TATA MEMORIAL CENTRE

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

Advt.No.104/2019

29.07.2019

### 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 available in **HOMI BHABHA CANCER HOSPITAL / MPMMCC, 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) SCIENTIFIC OFFICER 'C' (PATHOLOGY) – 02 (1UR, 1 OBC)</b>	
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 : Age as on 16.08.2019	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.
<b>2) MEDICAL PHYSICIST 'C' – 03 (2 SC, 1 ST)</b>	
Level	Level 10 [ Pre-revised PB-3, Rs. 15600 – 39100 + 5400 GP]
Level of Pay in Pay Matrix	Rs.56100/- Level 10, Cell 1 + Allowances applicable
Age : Age as on 16.08.2019	35 years
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.
<b>3) OFFICER IN-CHARGE (DISPENSARY) – 01 UR</b>	
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
Age : Age as on 16.08.2019	40 years
Qualification & Experience	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>4) IN-CHARGE (CENTRAL STERILE SUPPLY DEPARTMENT)– 02 (1 UR, 1 OBC)</b>	
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 : Age as on 16.08.2019	40 years
Qualification & Experience	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>5) ENGINEER SB (MECHANICAL) -01 UR</b>	
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 : Age as on 16.08.2019	35 years.
Qualification & Experience	Full time B.E. / B.Tech in Mechanical Engineering with first class from AICTE approved college / university with minimum 3 years' post qualification experience or full time Diploma with first class in Mechanical engineering approved from State Board of Technical Examination with 8 years' post qualification experience with established firm in maintenance of HVAC, Fire Fighting, Medical Gas Pipeline System, Boiler, Pumps, Compressor, Industrial maintenance work, etc.
<b>6) SCIENTIFIC OFFICER 'SB' (BIOMEDICAL) – 01 OBC</b>	
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 : Age as on 16.08.2019	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.
<b>7) SCIENTIFIC ASSISTANT 'B' (RADIO THERAPY) – 06 (3 UR, 3 SC)</b>	
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 : Age as on 16.08.2019	30 years
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 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>8) FOREMAN (CIVIL) – 01 ST</b>	
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 : Age as on 16.08.2019	35 years
Qualification & Experience	SSC plus ITI (Plumbing) 02 years full time course from Govt. recognized Institute with 08 years post qualification experience <b>OR</b> ITI plus NCTVT with 07 years post qualification experience <b>OR</b> Diploma in Civil Engineering with 03 years post qualification experience in Construction / maintenance of Industrial / Commercial / Hospital Buildings.  ITI or NCTVT candidates shall have minimum 03 years post qualification experience as a Supervisor / Foreman category.
<b>9) FOREMAN (ELECTRICAL) – 01 UR</b>	
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 : Age as on 16.08.2019	35 years
Qualification & Experience	SSC plus ITI (Electrical) 02 years full time course from Govt. recognized Institute with 08 years post qualification experience <b>OR</b> ITI plus NCTVT with 07 years experience <b>OR</b> Diploma in Electrical Engineering with 03 years post qualification experience. Candidate shall have working experience in Electrical maintenance works Industrial / Commercial / Hospital Organizations.  ITI or NCTVT candidates shall have minimum 02 years experience as a Supervisor / Foreman category.

<b>10) FOREMAN (MECHANICAL) – 01 UR</b>	
<b>Level</b>	Level 6 [ Pre-revised PB-2, Rs.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 16.08.2019</b>	35 years
<b>Qualification &amp; Experience</b>	SSC plus ITI (AC & R) 02 years full time course from Govt. recognized Institute with 08 years experience. <b>OR</b> ITI plus NCTVT with 07 years experience <b>OR</b> Diploma in Mechanical Engineering with 03 years experience. Candidate shall have working experience in Mechanical / AC & R maintenance works in Industrial / Commercial / Hospital Organizations.  ITI or NCTVT candidates shall have minimum 03 years experience as a Supervisor / Foreman category.
<b>11) SUB OFFICER 'A' – 01 UR</b>	
<b>Level</b>	Level 6 [ Pre-revised PB-2, Rs.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 16.08.2019</b>	30 years
<b>Qualification &amp; Experience</b>	Should have completed Sub Officer course conducted by National Fire Service College, Nagpur and minimum experience of 2 years in Industrial Fire Services or 1 year experience in any Central / State Govt. Fire Service, Municipality, Nagar Parishad. Should possess valid LMV driving license. (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)
<b>12) PHARMACIST 'B' – 02 ( 01 UR, 1 ST)</b>	
<b>Level</b>	Level 5 [ Pre-revised PB-1, Rs.5200-20200 + 2800 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.29200/- Level 5, Cell 1 + Allowances applicable
<b>Age : Age as on 16.08.2019</b>	30 years
<b>Qualification &amp; Experience</b>	B. Pharm with minimum 1-year experience OR D. Pharm with minimum 3 years working experience 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.
<b>13) TECHNICIAN 'C' (CENTRAL STERILE SUPPLY DEPARTMENT) – 01 ST</b>	
<b>Level</b>	Level 4 [ Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.25500/- Level 4, Cell 1 + Allowances applicable
<b>Age : Age as on 16.08.2019</b>	30 years
<b>Qualification &amp; Experience</b>	H.S.C. with minimum 50% marks in Science. Minimum 3 years experience as Technician in CSSD in a reputed hospital.
<b>14) TECHNICIAN 'C' (ICU) – 01 UR</b>	
<b>Level</b>	Level 4 [ Pre-revised PB-1, Rs.5200-20200 + 2400 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.25500/- Level 4, Cell 1 + Allowances applicable
<b>Age : Age as on 16.08.2019</b>	30 years
<b>Qualification &amp; Experience</b>	H.S.C. (Science) with Diploma in ICU with minimum 3 years experience in ICU 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 one-year course in ICU / Respiratory Therapist / Dialysis Technician from a reputed institute.
<b>15) TECHNICIAN 'A' LINEN &amp; LAUNDRY – 01 UR</b>	
<b>Level</b>	Level 2 [ Pre-revised PB-1, 5200-20200 + 1900 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.19,900/- Level 2, Cell 1 + Allowances applicable
<b>Age : Age as on 16.08.2019</b>	27 years
<b>Qualification &amp; Experience</b>	H.S.C. with minimum 2 years experience in the Laundry of reputed hospital, hotel or any commercial laundry. Candidate should have knowledge of operation & maintenance of laundry equipments and laundry chemicals and usages.

<b>16) NURSING SUPERINTENDENT - 01 UR</b>	
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 : Age as on 16.08.2019	45 years.
Qualification & Experience	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>17) ASSISTANT NURSING SUPERINTENDENT - 02 UR</b>	
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 : Age as on 16.08.2019	40 years.
Qualification & Experience	M.Sc. (Nursing) with 3 years' experience OR B.Sc. (Nursing) with 5 years' experience out of which minimum 2 years experience in Clinical Field. Preference will be given to candidates having administrative experience.
<b>18) NURSE 'A' (FEMALE) – 83 ( 46 UR, 17 OBC, 9 SC, 07 ST, 02 OH, 02 HH )</b>	
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 : Age as on 16.08.2019	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.
<b>19) SENIOR ADMINISTRATIVE OFFICER – 01 UR</b>	
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 : Age as on 16.08.2019	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.
<b>20) LOWER DIVISION CLERK – 01 ST</b>	
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 : Age as on 16.08.2019	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.
<b>21) PUBLIC RELATIONS OFFICER – 01 UR</b>	
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 : Age as on 16.08.2019	35 years.
Qualification & Experience	Graduate in any discipline. One year Public Relation Diploma from Govt. recognized institution. Minimum 3 to 5 years experience in a reputed organization with a flair for writing and good rapport with Media. Person should have a pleasing personality and good communication skills. Will be required to do shift duties and outside liaison work.

**22) COOK 'A' – 04-UR**

<b>Level</b>	Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]
<b>Level of Pay in Pay Matrix</b>	Rs.19900/- Level 2, Cell 1+ Allowances applicable
<b>Age : Age as on 16.08.2019</b>	25 years. S.S.C. Pass plus compulsory certified craft course in Food Production, Bakery or Cookery. Minimum 2 years experience / Apprenticeship in 3 or 5 Star Hotel in Food Production Department.
<b>Qualification &amp; Experience</b>	

Last date for online application is 16.08.2019 upto 05.30 p.m. & receiving hard copy of online applications within 07 days from last date of Online application i.e. 23.08.2019.

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 :**

- Age & experience will be reckoned as on the last date of online application.
- Reservation of posts under various categories shall be applicable as per Govt. Rules.
- Age Relaxation :**
  - 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) (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.)
  - 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.

**1. Application Fee :**

- Candidate shall pay the application fee of Rs.300/- online using Debit Card / Credit Card.
- 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.
- The application fee paid will not be refunded under any circumstances.

**1. 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.**

**2. Benefits :**

- 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.
- a. **Retirement Benefits :** All are eligible for retirement benefits and pension under the New Pension Scheme.
- 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.
  - 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. 104/2019" 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. Address queries, if any, to: E-Mail - [hrdvaranasi@tmc.gov.in](mailto:hrdvaranasi@tmc.gov.in)

- Date of Birth :** Birth Certificate / School leaving certificate / S.S.C passing certificate.
- Educational Qualification :** Mark sheet & Passing Certificate of final examination.
- Experience Certificates :**
  - Past Employment : Experience certificate indicating the date of joining and relieving.
  - Current Employment : Appointment letter, last Pay Slip, Identity Card.
- 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.**
- 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

- Referees :** Three Referees listed by the candidate should have been associated with the training or supervision of the candidate's work for Sr. No. 01-06, 16-17, 19 and 21.
- 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.
- 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.
- 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.
- 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.
- 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.

7. Late and incomplete applications will be rejected. Canvassing in any form will disqualify the candidature.
8. Legal jurisdiction for any dispute will be at Mumbai.

*HiPDF Free Limited Version 07/27/2019*

(BENNY GEORGE)  
H.R.D.OFFICER