

Job Vacancy Detail

Adv No. : 125/2018  
 Advertisement Name : VARIOUS NON MEDICAL POSTS(Full time positions) AVAILABLE IN HOMI BHABHA CANCER HOSPITAL & MPMMCC, VARANASI  
 Start DateTime : 01-10-2018 To End DateTime : 19-10-2018

Available Job Posts

| Sr No. | Post  | Adv Type    | Pay Flag | Is Online | Click Online availability               |
|--------|---|-------------|----------|-----------|---|
| 1      | SCIENTIFIC OFFICER 'C' (MICROBIOLOGY)             | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 2      | SCIENTIFIC OFFICER 'C' (PATHOLOGY)                | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 3      | SCIENTIFIC OFFICER 'B' (BIOMEDICAL)               | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 4      | SCIENTIFIC OFFICER 'C' (HLA & IMMUNOGENETICS LAB) | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 5      | MEDICAL PHYSICIST 'C'                             | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 6      | ENGINEER SB (ELECTRICAL)                          | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 7      | SCIENTIFIC ASSISTANT 'C' (NUCLEAR MEDICINE)       | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 8      | SCIENTIFIC ASSISTANT 'B' (HAEMATOPATHOLOGY)       | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 9      | SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE)   | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 10     | SCIENTIFIC ASSISTANT 'B' (MICROBIOLOGY)           | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 11     | SCIENTIFIC ASSISTANT 'B' (WASTE MANAGEMENT)       | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 12     | ASSISTANT MEDICAL SOCIAL WORKER                   | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 13     | TECHNICIAN 'C' CSSD                               | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 14     | TECHNICIAN 'A' OT                                 | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 15     | TECHNICIAN 'A' ICU                                | 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     | NURSE 'A'   | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 20     | CHIEF ADMINISTRATIVE OFFICER                      | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 21     | SENIOR ADMINISTRATIVE OFFICER                     | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 22     | H.R.D. OFFICER                                    | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 23     | PURCHASE OFFICER                                  | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 24     | DEPUTY ADMINISTRATIVE OFFICER                     | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 25     | CHIEF SECURITY OFFICER                            | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 26     | PUBLIC RELATION OFFICER                           | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 27     | DEPUTY CHIEF SECURITY OFFICER                     | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 28     | ASSISTANT SECURITY OFFICER                        | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 29     | SECURITY ASSISTANT                                | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 30     | COOK 'A'  | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 31     | ATTENDANT   | NON MEDICAL | YES      | YES       | <a href="#">Online Application Form</a> |
| 32     | TRADE HELPER                                      | 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.125/2018

01.10.2018

### 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 & MPMMCC, VARANASI** are listed below:

|  |   |
|--|---|
| <b>1) SCIENTIFIC OFFICER 'C' (MICROBIOLOGY) – 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 + Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018  | 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.   |
| <b>2) SCIENTIFIC OFFICER 'C' (PATHOLOGY) – 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 + Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018  | 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. |
| <b>3) SCIENTIFIC OFFICER 'B' (BIOMEDICAL) : – 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 :Upper Age limit as on 19.10.2018  | 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.  |
| <b>4) SCIENTIFIC OFFICER 'C' (HLA &amp; IMMUNOGENETICS LABORATORY) – 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 + Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018  | 35 years.   |
| Qualification & Experience   | M.Sc.(Life Sciences / Applied Biology) with atleast one year experience in Molecular Biology. Preference will be given to Ph.D candidates.  |

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| <b>5) MEDICAL PHYSICIST 'C' : - 03 UR</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 :Upper Age limit as on 19.10.2018                             | 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>6) ENGINEER SB (ELECTRICAL) - 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 :Upper Age limit as on 19.10.2018                             | 35 years.   |
| Qualification & Experience  | Full time B.E. / B.Tech in Electrical Engineering with first class from AICTE approved college / university with minimum 3 years' post qualification experience or full time Diploma with first class in Electrical engineering approved from State Board of Technical Examination with 8 years' post qualification experience with established firm in maintenance of electrical installations such as HT / LT Sub-Station and Switchgear, ACB, MCCB, Starter, Cubical panels, DG Set, APFC, Building wiring / cabling, Fire Alarm and Public Address System, Industrial Maintenance works, etc. |
| <b>7) SCIENTIFIC ASSISTANT 'C' (NUCLEAR MEDICINE) – 01 UR</b>     |   |
| Level   | Level 7 [Pre-revised PB-2, 9300-34800+ 4600 GP ]  |
| Level of Pay in Pay Matrix  | Rs.44900/- Level 7, Cell 1 + Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018                             | 35 years  |
| Qualification & Experience  | B.Sc. with DFIT/DMRIT from HBNI university with 50% marks. Candidates who have passed RSO in Nuclear Medicine II exam conducted by RPAD/ AERB is desirable. Candidate should have 01 year experience after DFIT/DMRIT.  |
| <b>8) SCIENTIFIC ASSISTANT 'B' (HAEMATOPATHOLOGY) – 01 UR</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 :Upper Age limit as on 19.10.2018                             | 30 years  |
| 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.  |
| <b>9) SCIENTIFIC ASSISTANT 'B' (TRANSFUSION MEDICINE) – 04 UR</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 :Upper Age limit as on 19.10.2018                             | 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.  |
| <b>10) SCIENTIFIC ASSISTANT 'B' (MICROBIOLOGY) – 01 UR</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 :Upper Age limit as on 19.10.2018                             | 30 years  |
| Qualification & Experience  | B.Sc.(Microbiology) with minimum 50% marks and Diploma in Medical Laboratory Technology (D.M.L.T.) from a University recognized by Central/State Government and one year experience in a institutional clinical Microbiology Department.  |

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| <b>11) SCIENTIFIC ASSISTANT 'B' (WASTE MANAGEMENT) – 01 UR</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 :Upper Age limit as on 19.10.2018                            | 30 years  |
| Qualification & Experience                                       | B. Sc (Microbiology) with DMLT. Preference will be given to at least one year experience in a laboratory / hospital laboratory or Biomedical Waste management division of a hospital.   |
| <b>12) ASSISTANT MEDICAL SOCIAL WORKER – 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 :Upper Age limit as on 19.10.2018                            | 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.  |
| <b>13) T6ECHNICIAN 'C' CSSD – 03 UR</b>                          |   |
| 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 19.10.2018                            | 27 years  |
| Qualification & Experience                                       | H.S.C. with minimum 55% marks in Science. Minimum 3 years experience as Technician in CSSD in a reputed hospital.   |
| <b>14) TECHNICIAN 'A' OT– 03 UR</b>                              |   |
| Level  | Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]   |
| Level of Pay in Pay Matrix                                       | Rs.19900/- Level 2, Cell 1+ Allowances applicable   |
| Age :Upper Age limit as on 19.10.2018                            | 25 years.   |
| Qualification & Experience                                       | H.S.C. (Science) with Diploma in OT with minimum 1 year experience in 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 one-year course in OT / Respiratory Therapist / Dialysis Technician from a reputed institute.    |
| <b>15) TECHNICIAN 'A' ICU– 02 UR</b>                             |   |
| Level  | Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]   |
| Level of Pay in Pay Matrix                                       | Rs.19900/- Level 2, Cell 1+ Allowances applicable   |
| Age :Upper Age limit as on 19.10.2018                            | 25 years.   |
| Qualification & Experience                                       | H.S.C. (Science) with Diploma in ICU with minimum 1 year 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>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 :Upper Age limit as on 19.10.2018                            | 40 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 - 04 (03 UR, 01 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 :Upper Age limit as on 19.10.2018                            | 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.  |

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| <b>18) NURSE 'A' ( FEMALE)– 64 ( 30 UR, 14 OBC, 11 SC, 05 ST, 02 OH, 02 HH )</b> |   |
| <b>Level</b>   | Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]   |
| <b>Level of Pay in Pay Matrix</b>  | Rs.44,900/- Level 7, Cell 1 + Allowances applicable   |
| <b>Age :Upper Age limit as on 19.10.2018</b>                                     | 30 years  |
| <b>Qualification &amp; Experience</b>  | 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) NURSE 'A' - 10 (08 UR, 02 SC )</b>  |   |
| <b>Level</b>   | Level 7 [Pre-revised PB-2, Rs.9300-34800 + 4600 GP]   |
| <b>Level of Pay in Pay Matrix</b>  | Rs.44,900/- Level 7, Cell 1 + Allowances applicable   |
| <b>Age :Upper Age limit as on 19.10.2018</b>                                     | 30 years  |
| <b>Qualification &amp; Experience</b>  | 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>20) CHIEF ADMINISTRATIVE OFFICER – 01 UR</b>                                  |   |
| <b>Level</b>   | Level 13 [Pre-revised PB-4, Rs.37400-6700 + 8700 GP]  |
| <b>Level of Pay in Pay Matrix</b>  | Rs.118500/- Level 13, Cell 1 + Allowances applicable  |
| <b>Age :Upper Age limit as on 19.10.2018</b>                                     | 45 – 50 years.  |
| <b>Eligibility Criteria :</b>  | This is the senior most position in administration reporting to the Directors of the Centre. The incumbent will be overall charge and responsible for general administration including program implementation, Human Resource Management, Stores and Purchase, Engineering Services, Public Relations, Legal and Contract matters, Estate, Transport and Security at HBCH / MMMMCC, Varanasi. The candidate will also contribute to the formulation and utilization of annual budget of the Centre. The incumbent must have full knowledge of Governmental procedures, rules and regulations and to provide all administrative assistance to the Directors as may be required under the provisions of Bye-laws.   |
| <b>Qualification &amp; Experience</b>  | Minimum post graduation from recognized university or MBA from recognized institute of repute. Formal qualification from a reputed institution in Hospital Management such as Diploma in Hospital and Health Management is desirable. Minimum 15 years experience, preferably in Government organization / having experience in more than 500 bedded hospital. The incumbent should be holding / have held a senior position of which the immediate preceding 5 years or more should have been in the pre-revised pay scale of Rs.15600-39100 with GP Rs.7600/- or equivalent. Candidate from private sector should be holding a senior position at the minimum level of Head of the Administration, drawing a gross salary of not less than Rs.1.25 lacs p.m. Should be strong and capable of rendering proactive administrative services particularly in Government sector. Being an institution primarily dedicated to patient care, the person should have bent of mind to find solutions to administrative problems with social and human approach and lend active supporting role to alleviate patient suffering. |

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| <b>21) SENIOR ADMINISTRATIVE OFFICER – 01 BR</b> |   |
| <b>Level</b>                                     | Level 12 [Pre-revised PB-3, Rs.15600-39100 + 7600 GP]   |
| <b>Level of Pay in Pay Matrix</b>                | Rs.78,800/- Level 12, Cell 1 + Allowances applicable  |
| <b>Age :Upper Age limit as on 19.10.2018</b>     | 45 years.   |
| <b>Qualification &amp; Experience</b>            | 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. |

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| <b>22) H.R.D. OFFICER – 01 UR</b>            |  |
| <b>Level</b>                                 | Level 11, Cell 1, Rs. 67,700/-<br><i>HiQPDF Free Limited Version 10-03-2018</i>  |
| <b>Level of Pay in Pay Matrix</b>            | Rs.67,700/- Level 11, Cell 1 + Allowances applicable   |
| <b>Age :Upper Age limit as on 19.10.2018</b> | 40 years.  |
| <b>Qualification &amp; Experience</b>        | Graduate with Post Graduate Management Degree/Diploma in Human Resource / Labour Welfare / Personnel Management / Industrial Relations.<br>The incumbent will have to look after all the H.R. related matters, staff welfare problems and handle staff grievances at HBCH / MPMMCC, Varanasi. The candidate should be able to draft procedures related to HR, execute disciplinary cases, conduct domestic inquiries and deal with litigation matters. Minimum 10 years experience in responsible capacity in Personnel and Welfare matters in a large Organization. Must be able to run computerized systems i.e. Personnel Information System, Pay Roll Systems, Time keeping, etc. in a large organization. Candidates working in the Government/Autonomous Body/PSUs in the administrative category should be in the grade pay of Rs. 5400/- with minimum 4 years service or in next lower grade pay of Rs.4800/- with 8 years experience in the post. |

**23) PURCHASE OFFICER – 01 UR***HiQPdf Free Limited Version 10-03-2018*

|                                       |  |
|---------------------------------------|--|
| Level                                 | Level 11, Cell 13, Rs.5400/- to Rs.6600/-  |
| Level of Pay in Pay Matrix            | Rs.67,700/- Level 11, Cell 1 + Allowances applicable   |
| Age :Upper Age limit as on 19.10.2018 | 40 years.  |
| Qualification & Experience            | <p>Graduate in any discipline with a post graduate degree / Diploma in Material Management from a reputed institution. The candidate should have 5 years experience in a supervisory capacity in the Grade Pay of Rs.5400/- or 10 years experience in the Grade Pay of Rs.4800/- or combined 8 years experience in the Grade Pay of Rs.5400/- &amp; Rs.4800/- in a Purchase unit of (Government / autonomous body or R &amp; D institution / Large Hospital / Commercial Undertaking). Dealing with import of chemicals, laboratory and hospital equipment, purchase of drugs, surgical items, kits, reagents, etc. He/She should be well versed with customs clearance formalities, Purchase Information Systems and modern methods of purchases.</p> <p>In case of private sector the candidate should have minimum 8 years experience in Managerial position.</p> |

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| <b>24) DEPUTY ADMINISTRATIVE OFFICER - 01 BR</b> |  |
| <b>Level</b>                                     | Level 9 [Pre-revised PB-2, Rs.15600-39100 + 5400 GP]   |
| <b>Level of Pay in Pay Matrix</b>                | Rs.53100/- Level 9, Cell 1 + Allowances applicable   |
| <b>Age :Upper Age limit as on 19.10.2018</b>     | 40 years.  |
| <b>Qualification &amp; Experience</b>            | 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. |



| <b>25) CHIEF SECURITY OFFICER – 01 UR</b>        |   |
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| <b>Level</b>                                     | Level 11 [Pre-revised PB-3, Rs.67,700-91,600 GP]  |
| <b>Level of Pay in Pay Matrix</b>                | Rs.67,700/- Level 11, Cell 1 + Allowances applicable  |
| <b>Age :Upper Age limit as on 19.10.2018</b>     | 48-50 years.  |
| <b>Qualification &amp; Experience</b>            | Graduate from a recognized University. Preference will be given to ex-servicemen/Police Personnel worked in a senior capacity not below the equivalent rank of Major/D.C.P. in the Armed Forces/Police respectively or the candidate should have worked as Security Officer in a large civil organization for a minimum period of 8 years in the pre-revised scale of Rs.6500-10500. He will be well versed with vigilance work, fire fighting procedures and field work, Police Liaison, Domestic Inquiry procedures etc. and should be dynamic having proven leadership qualities. The candidate would need to assume total administrative responsibility to co-ordinate and organize all stated functions in the Security Dept. and will assist the Chief Administrative Officer in the overall administration of Homi Bhabha Cancer Hospital & MMMCC Varanasi |
| <b>26) PUBLIC RELATIONS OFFICER – 01 UR</b>      |   |
| <b>Level</b>                                     | Level 9 [Pre-revised PB-2, Rs.15600-39100 + 5400 GP]  |
| <b>Level of Pay in Pay Matrix</b>                | Rs.53100/- Level 9, Cell 1 + Allowances applicable  |
| <b>Age :Upper Age limit as on 19.10.2018</b>     | 35 years.   |
| <b>Qualification &amp; Experience</b>            | 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.  |
| <b>27) DEPUTY CHIEF SECURITY OFFICER – 01 UR</b> |   |
| <b>Level</b>                                     | Level 9 [Pre-revised PB-2, Rs.15600-39100 + 5400 GP]  |
| <b>Level of Pay in Pay Matrix</b>                | Rs.53100/- Level 9, Cell 1 + Allowances applicable  |
| <b>Age :Upper Age limit as on 19.10.2018</b>     | 40-45 years.  |
| <b>Qualification &amp; Experience</b>            | Graduate from a recognized University and through knowledge Firefighting. Preference will be given to ex-servicemen / Police Personnel worked in a senior capacity or the candidate should have worked as Security Officer in a large civil organization for a minimum period of 8 years in the pre revised scale of Rs.9300-34800. He will be well versed with vigilance work, fire fighting procedures and field work, Police Liaison, Domestic Inquiry procedures etc. and should be dynamic having proven leadership qualities. The candidate would need to assume total administrative responsibility to co-ordinate and organize all stated functions in the Security Dept. He may also have to handle the entire department work independently in absence of Chief Security Officer.   |

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| <b>28) ASSISTANT SECURITY OFFICER – 02 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 :Upper Age limit as on 19.10.2018                                    | 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 educational qualification equivalent to graduation. Should possess valid driving license for LMV and Two wheelers. |
| <b>29) SECURITY ASSISTANT– 03 UR</b>                                     |  |
| 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 19.10.2018                                    | 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.   |
| <b>30) COOK 'A' – 06 (04-UR , 02-OBC)</b>                                |  |
| Level  | Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]  |
| Level of Pay in Pay Matrix   | Rs.19900/- Level 2, Cell 1+ Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018                                    | 25 years.  |
| Qualification & Experience   | 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>31) ATTENDANT – 10 (4 UR, 03 OBC, 01 SC, 01 HH, 01 VH)</b>            |  |
| Level  | Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]  |
| Level of Pay in Pay Matrix   | Rs.19900/- Level 2, Cell 1+ Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018                                    | 25 years.  |
| Qualification & Experience   | H.S.C. (10+2)<br>Candidate should have minimum one year experience in Filing, Record Keeping, Dispatch Work, Cleaning etc.   |
| <b>32) TRADE HELPER - 35 (17 UR, 08 OBC, 05 SC, 03 ST, 01 OH, 01 VH)</b> |  |
| Level  | Level 2 [Pre-revised PB-1, Rs.5200-20200 + 1900 GP]  |
| Level of Pay in Pay Matrix   | Rs.19900/- Level 2, Cell 1+ Allowances applicable  |
| Age :Upper Age limit as on 19.10.2018                                    | 25 years.  |
| Qualification & Experience   | H.S.C. (10+2)<br>Candidate should have at least one year experience in OT / ICU / Diagnostics Lab / Radiology Dept.  |

Last date for online application is 19.10.2018 upto 05.30 p.m. & receiving hard copy of online applications within 7 days from last date of Online application i.e. 26.10.2018.

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/ Govt. of India as under:

|          |  |   |
|----------|--|---|
| 05 Years | : SC /ST   | Ex-servicemen & Other categories as per the instructions of |
| 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 (1<sup>st</sup> 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. 125/2018" 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)
    - (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, 16, 17 and 20 to 27.
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. **Legal jurisdiction for any dispute will be at Mumbai.**

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