



TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH AND EDUCATION IN CANCER
Kharghar, Navi Mumbai- 410 210
www.actrec.gov.in
Phone No : 91-22-27405000

No. ACTREC/65/2014

01.12.2014

Tata Memorial Centre (TMC), Mumbai, invites applications from Indian Nationals for the following temporary post initially for a period of **eight months (extendable by four more)**.

PROJECT RESEARCHER (01 Post)

ESSENTIAL QUALIFICATION: Masters degree in Communications and Journalism / Entertainment, Media and Advertising; Film, Television and News Media Production / Public Relations / MA (English, History, Social Work, Museology, Hospital Management) / M. Lib and Information Science / M.Sc. (Life Sciences, Biotechnology or any other Life Sciences related subject) / or any Post-Graduation / PG diploma or certificate course in Archives

Knowledge of Computers and MS Office, Good command over English, Documentation and good communication skills.

EXPERIENCE : Candidates with prior experience in archives and/or institutional history would be given preference

JOB PROFILE / RESPONSIBILITIES:

- **PRIMARY RESPONSIBILITIES:** Researching literature for information about TMH/ TMC from various resources, and archives like TOI, State archives, Asiatic Library etc. to record interviews for oral history, Organization, classification, indexing, and Documentation of information gathered, Collating information (in all forms) collected from all resources, archives and other places required for the volume, and the museum. Recording and retrieval of researched information.
- **OTHER RESPONSIBILITIES :** Assist in all other related matters as and when required and in other events as and when planned by the platinum jubilee committee of TMC.

AGE LIMIT: 35 years (relaxable by 5 years for SC / ST, 3 years for OBC candidates and 10 years for Physically Handicapped) as on 30.11.2014. Age may be relaxable in case of exceptional merit & qualifications.

CONSOLIDATED SALARY: Rs. 25,000 – 30,000/- p.m. Fixed but would be commensurate with qualification and experience.

IMPORTANT GENERAL INSTRUCTIONS: Candidates who fulfill the above requirements may send their application to the undersigned through email mail@actrec.gov.in so as to reach **on or before December 15, 2014** alongwith scan copies of certificates regarding date of birth, qualifications, experience, caste (if belongs to SC / ST/ OBC etc.) and a recent Passport size photograph.

No T.A./D.A. will be admissible for attending interview.

At the time of interview the candidate should bring original documents / certificates alongwith covering letter and CV with contact details of 2 referees and submit the photocopies (attested) of the certificates, with a recent passport size photograph.


(Sr. Administrative Officer)
3/12/14