



**TATA MEMORIAL CENTRE**  
**ADVANCED CENTRE FOR TREATMENT, RESEARCH AND**  
**EDUCATION IN CANCER (ACTREC)**  
(A Grant-in-Aid Institution of the Department of Atomic Energy, Government of India)

No: Offer- JRF/EO/23/000727/2023/4751

Date: 04/07/2023

To,  
Mr. Atharva Mahajan,  
138/4653 A, Sarita Vidya Mahal CHS,  
Nehru Nagar, Kurla east,  
Mumbai 400024  
Contact No: 8928504230  
Email: [atharva66mahajan@gmail.com](mailto:atharva66mahajan@gmail.com)

Dear Mr. Atharva Mahajan,

**Sub: Award of fellowship – JRF at ACTREC (TMC), Navi Mumbai funded by ACTREC - Reg.**

We are pleased to inform you that you have been offered the award of Junior Research Fellowship on the following terms and conditions applicable to the fellows at the Centre:-

1. A consolidated Stipend of Rs.31000 /- per month will be paid to fellow. HRA as applicable will be paid if an accommodation facility is not provided. Revisions in the fellowship if any will be implemented as per guidelines.
2. The Fellowship period at ACTREC shall not exceed Five years.
3. The fellow will be entitled for medical facilities only for self as per the rules of the ACTREC.
4. Leave will be as per HBNI and Institution rules.
5. The availing of leave will be subject to the prior approval of the Research Guide.
6. **The fellow is required to do biometric punching / manual / card punching on entry and exit at each time.** The payment of stipend for the previous month will be payable in the next month after receipt of the monthly attendance certificate from the Research Guide / Principal Investigator and subject to the availability of funds.
7. The fellow will have to observe the Work and Conduct rules being applicable in force from time to time at the ACTREC campus. The fellow will have to fill online anti-ragging undertaking from UGC websites ([www.antiragging.in](http://www.antiragging.in) or [www.amanmovement.org](http://www.amanmovement.org)) and submit the acknowledgement at the time of joining (as per updated UGC regulations).
8. The fellow will have no right to claim any of the posts on a regular basis in any case unless otherwise a fellow is selected through a proper process of direct recruitment adopted by the Centre.
9. The fellowship shall be tenable initially for a period of two years as per guidelines of ACTREC/ Funding Agency.
10. The fellowship is extendable for the 3<sup>rd</sup> and subsequent 4<sup>th</sup> and 5<sup>th</sup> years as per guidelines of the Funding Agency / ACTREC.
11. The fellow will not be allowed to join any part-time work or practice outside the Centre in any case and the fellow will have to devote full time on the work of fellowship except job assigned by the Centre.
12. The fellow will have to carry out such other work as may be given to him/her in addition to the work assigned from time to time as per the instructions of the supervisor / PI.

13. This award is subject to
- (i) Medical fitness to be certified by the Staff Physician of the Centre who will issue certificate of medical fitness for medical examination to be carried out without any charges thereof.
  - (ii) The outcome of verification of original documents certifying date of birth, caste / category, nationality, educational qualifications, experience etc. will be done by the Centre in the manner the Centre may decide.
  - (iii) The award of fellowship is subject to his/ her clearing M.Sc. with  $\geq 55\%$  marks or equivalent grading.
  - (iv) Production of PAN card and Aadhaar card copy.
  - (v) Submission of duly filled Attestation form for Character and Antecedents verification.
  - (vi) Production of relieving letter from present placement.
  - (vii) The fellow will have to open saving bank account with bankers of the Institute i.e. Central Bank of India having their branch at ACTREC campus to facilitate remittances of monthly fellowship on due date.
14. The fellow will have to make deposit of Rs.30,000/- (Rupees Thirty thousand only) (for SC/ST candidate security deposit Rs.20,000/-) as security Which may be remitted in four installments as indicated below
1. First installment of Rs.10,000/- at the time of joining.
  2. Remaining amount of Rs.20,000/- for general and Rs.10,000/- for SC/ST may be deposited by deduction from monthly fellowship @ Rs.5000/- per month.
- The security deposit amount will be refundable to him/her without interest at the time of his/her relieving from the Institute after adjusting the dues towards any loss sustained by the institute on account of his/her negligence and such other adjustment as may be ordered by the Competent Authority. Security deposit will be forfeited if the fellowship is terminated on disciplinary grounds or the fellow leaves the center without his/her resignation being accepted before completion of fellowship period or if the fellow leaves the Centre within 2 years of joining.
15. Enrollment fees of Rs.10,000/- will be charged at the time of joining and will be reimbursed by ACTREC later.
16. The fellow has to furnish an undertaking to the effect that fellow would not apply or accept any other assignments / employment / post / studentship / fellowship during the tenure at ACTREC without prior approval of the authorities of the Centre. An undertaking in regard has to be signed by fellow in the enclosed prescribed form.
17. In case the fellow holds a valid passport, she/he shall inform the passport number, date and office of issue and submit a photocopy of the same to the office. In respect of application for fresh / renewal of a passport, she/he will have to obtain a "No Objection Certificate" from the Centre. As per Government rules, the NOC will be issued only after getting the Character and Antecedents verification report from concerned Revenue / Police authority of the area of domicile.
18. The fellow will have to submit through the Guide/ Principal Investigator yearly report of work done, as well as, at the end of the tenure, a comprehensive report of the work done by him/her.
19. Research work at the Centre involves experiments with laboratory animals, biological materials and chemicals. The fellows are expected and under obligation to observe / comply with all biological, chemical, fire & general safety norms and regulations. The Institute will not be responsible for any compensation for the loss / injury if occurred on account of any act of negligence while working in the lab.
20. Registration for Ph.D. degree with HBNI will not be automatic. The progress of the fellow will be evaluated and registration for a degree may be allowed only in the deserving cases, on merit as may be decided by the Director subject to rules of HBNI.
21. In the event of resigning / discontinuing or on completion of the tenure of the fellowship the fellow will have to hand over in good time to the Principal Investigator all materials, data, books, journals, papers etc., relating to the research work carried out by the fellow.

22. The fellow has to give one month's notice in case he/she wishes to resign before completion of fellowship period.
23. In all matters / questions arising out of the award of the research fellowship, the decision of the Director, ACTREC shall be final.
24. The fellow will also be required to successfully complete the **Academic Coursework for JRFs** starting from the **1<sup>st</sup> August 2023** at this Centre.
25. The research work done by a Fellow at the Centre shall not be published without the prior approval of the Principal Investigator.
26. The research data will be the property of the Centre. All records in original shall be deposited with Centre at the time of leaving. All patent rights, designs and inventions, etc. if any, derived from research work done by fellow at the Centre shall belong to the Advanced Centre for Treatment Research & Education in Cancer (TMC-ACTREC), which may at its discretion allow or direct any benefit/s thereof to be retained by or given to fellow as per policy of the Centre.
27. The fellow will be governed by the disciplinary regulations of the ACTREC.
28. (A) The fellowship will be terminated from the date of viva-voce of PhD or on completion of fellowship tenure, whichever is earlier. The fellowship shall also stand terminated from the date the fellow resigns and resignation has been accepted by ACTREC. The fellowship may be terminated by the funding agency on the recommendation of the Supervisor / Head of the Institute.  
(B) The fellowship may also be terminated on disciplinary grounds.
29. The other terms & conditions as may be made applicable by ACTREC from time to time shall be complied with by the fellow.
30. The fellowship / stipend is exempted from the levy of Profession Tax and deduction of Income Tax at source under Section 10(16) of Income Tax Act.

If this award / offer of appointment on the terms & conditions as indicated above are acceptable, the fellow may communicate his/her acceptance via email to [academic.office@actrec.gov.in](mailto:academic.office@actrec.gov.in) and [oupasani@actrec.gov.in](mailto:oupasani@actrec.gov.in) in the attached form latest by **10/07/2023**. **If any communication is not received by that date, this offer will stand cancelled.** The fellow is directed to report to this office on **20/07/2023** for medical examination along with all the original documents, photographs etc. On being found medically fit and complying with all requirements as above, the fellow will have to **join duty latest by 1<sup>st</sup> August 2023**. Please note that at least three working days will be required to complete the medical examination.

The fellow is required to complete the enclosed attestation forms, in triplicate, duly attested by any of the authorities mentioned therein and submit them along with three copies of recent passport size photographs at the time of joining this Centre. The fellow may also submit a relieving order from the present employer, in case he/she is employed.

With best wishes,

Yours faithfully,



(Ojaswini Upasani)  
In-Charge Academic & Project Cell

**Encl : (1) Acceptance Form, (2) Character Certificate, (3) Attestation Forms.**