



DHR-ICMR Advanced Molecular Oncology Diagnostic Services (DIAMOnDS) PROJECT

Conceptualised in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighbouring countries, the Tata Medical Centre (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. Set up at a cost of more than 500 crores, the Hospital, with a capacity of 450 beds, serves all sections of the society, with a proportion of the infrastructure earmarked for free/subsidized treatment for the underprivileged sections. The hospital provides a wide spectrum of services from diagnosis, therapy to rehabilitation and palliative support in cancer. The Institution's objective is to excel in service, education and research.

TMC invites applications for the following positions under DHR-ICMR Advanced Molecular Oncology Diagnostic Services (DIAMOnDS) proposal to set up zonal Immuno-Histochemistry, Cytogenetics and Molecular Pathology labs to provide basic as well as high-end advance diagnostic services to cancer patients and research facilities for basic, translational and clinical research (<https://dhr.gov.in/node/1533>).

Project:

DHR-ICMR Advanced Molecular Oncology Diagnostic Services (DIAMOnDS)

Funding Agency: DHR-ICMR

Nodal Institutional In-charge: Dr Deepak Kumar Mishra

Data Entry Operatory (Position - 1)

Qualification: - B.Sc in any science subject / B.C.A.

Experience: Fresher. 2 to 3 years' experience in computers and data management is desirable.

Department: Department of Histopathology

Duration of the Employment: One years from the date of appointment, extendable yearly; maximum upto three years. Selected candidate will have to join at the earliest. The Project is likely to continue for three years with yearly extensions.

Salary: Rs.20,000 / month

Job Description:

The candidate should be able to design and develop a data base for lung and breast cancer. Should be involved in data collecting, data entry, evaluating and drafting reports concerning data findings. Able to deal with data protection, different queries and implement quality control procedures and guidelines.

A brief description is as below :

- Enter & update patient demographics, diagnosis, treatment & follow up information in the DIAMOnDS database.
- Maintain & manage electronic and paper based medical records related to the cancer care.
- Co-ordinate with OPD on regular basis for registering the patient's in the project as per the guideline.
- Co-ordinate with outside hospitals, receive the samples with proper labeling and upload it in database.
- Generate data report and submit it to the NCDIR as required.
- Follow standard operating procedures (SOPs) for data entry & data quality control.
- Additional histopathological work as per requirement.

***For more details and application forms, please log on to our website today:**
www.tmckolkata.com.

Last date of receiving application: 20/6/2025

You may also Email or Post applications to :

Mr. Suvasish Mukherjee, Head-
Human Resources,
Tata Medical Center, 14 MAR (EW),
New Town, Kolkata – 700156.

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