

INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE
(an Autonomous Research Institute of the Department of Biotechnology)
GKVK Campus, Bellary Road,
Bangalore-560065

ADVERTISEMENT NO. inStem/08/2020

Institute for Stem Cell Science and Regenerative Medicine(inStem) is an autonomous Research institute of the Department of Biotechnology, Ministry of Science and Technology, Government of India.

The Institute invites Online Applications from eligible and interested candidates for filling up the following vacancies under Administrative Cadres on Direct Recruitment failing which by Deputation/Absorption.

IMPORTANT NOTE: Only online applications will be accepted. Applications received through any other mode shall stand rejected automatically.

Sl. No.	Post Code	Name of the Post	Specialization	Level in Pay Matrix (as per 7 th CPC)	Vacancy details				
					SC	ST	OBC	UR	Total
Administrative									
1	16/20	Section Officer	Admin/Accounts /Purchase/ Hospitality & Services	L-8	-	-	-	3	3
2	17/20	Management Assistant	Admin/Accounts /Purchase/ Hospitality & Services	L-7	-	-	1	2	3

Note:

- 1) The Institute reserves the right to withdraw/cancel the advertisement at any stage of recruitment process and may keep any of the advertised vacancy unfilled. No correspondence will be entertained in this regard.
- 2) The number of positions may increase/decrease at the time of selection, if more numbers of positions with identical job requirements become available at the time of selection or within one year after the selection, these positions may also be filled from among the list of shortlisted candidates.

COMPENSATION/ PAY DETAILS:

The post carries the pay level as mentioned above in the pay structure of 7th CPC Pay Matrix (Entry Level) and other benefits which include Dearness Allowance, House Rent Allowance (in lieu of accommodation), Transport Allowance, Children Education Allowance, Leave Travel Concession, Medical Facilities as per Govt. of India Rules. The selected candidate will be covered under National Pension System (NPS).

ABOUT THE POST

Section Officer:

Section Officer is the in-charge of day to day activities of the concerned section. S/he will perform all round duties as delegated by the Branch officers. The responsibilities include but not limited to distribution of work among the staff as evenly as possible; training; advising the staff; management, co-ordination and execution of work; handling correspondence, preparing draft and put up notes, preparing summaries, manage the relevant record and data of the Institute, prepare replies to various correspondences, communicate with other sections/ departments. Section officer is expected to perform duties in the Administrative/Accounts/Academic Purchase/ Hospitality services sections.

Management Assistant:

Management Assistant works under the supervision of Section Officer/Branch officer and is responsible for the operational tasks entrusted to him. Management Assistant is to carry out the tasks with due diligence for its effective and timely disposal. S/he will closely work with and supervise the work assigned to the staff members. The functional requirements vary from section to section and is largely dependent upon the nature of activities and processes of the section. The Management Assistant will assist the Senior Officers in the functional areas of Administration/Academics/Accounts/ Purchase/Hospitality services. He may be asked to lead the section in the absence of Section Officer/Branch Officer.

Eligibility Criteria:

Essential Educational Qualifications and Experience) required for each post is as under: -

POST CODE	POST NAME	EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS
16/20	Section Officer	<p>Graduate/PG Diploma in Financial Management/Materials Management/Personnel Management with minimum 7 years' experience in the Accounting Finance/Admin/Purchase/ Establishment/Hospitality etc., in a similarly placed institution/large industry/institution. Knowledge of Tally ERP or similar package is essential. Out of the total experience atleast at 4 years should be at a supervisory capacity</p> <p>Experience for Deputation: Officials of the Central govt./State Govt./Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions:</p> <p>a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and</p> <p>b) Possessing the educational qualifications prescribed for direct recruits.</p>
17/20	Management Assistant	<p>Graduate/PG Diploma in Financial Management/Materials Management/personnel Management with minimum 5 years' experience in the Accounting/ Finance/Admin/ Purchase/ Establishment/Hospitality etc., in a similarly placed institution/large industry/institution. Knowledge of Tally ERP or similar package is essential. Out of the total experience atleast at 3 years should be at a supervisory capacity</p> <p>Experience for Deputation: Officials of the Central govt./State Govt./Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions:</p> <p>(a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and</p> <p>(b) Possessing the educational qualifications prescribed for direct recruits.</p>

Important Note:

- 1) InStem is a premiere organization under the Department of Biotechnology, Government of India and its mandate is world class research. The institute is looking for employees with requisite capabilities, skills, qualifications, aptitude, merit and suitability to fulfill the institute's objectives. Merely meeting minimum eligibility criteria will not automatically entitle a candidate to be called for assessment tests. The prospective applicants should align with the requirements of a scientific and research institute and willing to work in a competitive environment with full enthusiasm and dedication. There is a probation period of 2 years for all the posts.
- 2) Candidates must have acquired the Essential Educational Qualifications and Experience on the crucial date of eligibility for the posts they are applying i.e., 15th February 2021. Those awaiting results of the final examination as on the last date of application for the essential qualification are not eligible and hence need not apply.
- 3) It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.
- 4) Qualification and experience in the relevant field alone will be considered

AGE LIMIT & RELAXATION

The maximum age of the applicant should be as follows, as on closing date of receipt of online application (15.02.2021)

Sl. No.	Age	Post code
1	35 years for Direct Recruitment/ Not exceeding 45 years for Deputation	16/20
2	35 years for Direct Recruitment/ Not exceeding 45 years for Deputation	17/20

Age Relaxation for the reserved category candidates against the reserved vacancies shall be applicable as per Government of India Rules. There would be no upper age limit for all persons in respect of Officers/Staff members already working on regular basis in the Institute.

There would be no upper age limit for all employees being engaged in the work of the institute or department for the last 5 years or more (as on 28.02.2020)

NATIONALITY

Candidate must be citizen of India.

PROCEDURE FOR APPLICATION FOR THOSE WHO ARE IN GOVT. EMPLOYMENT/ PSUs/AUTONOMOUS BODIES ETC.

Candidates employed in Government/ Public Sector Undertakings/ State Government/ Autonomous Organisations etc. and Departmental Candidates should produce No Objection Certificate (NOC) from the present employer at the stage of interview.

ELIGIBILITY CRITERIA

All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. 15.02.2021

RESERVATION/RELAXATION BENEFITS

Reservation/relaxation benefits regarding age, minimum qualifying criteria etc. are applicable to the OBC candidates applying against the vacancies earmarked for them, in accordance with the extant Govt. of India instructions/ orders/ circulars.

- 1) All candidates applying against unreserved (UR) vacancies will be treated as General candidates.
- 2) Candidates seeking reservation/relaxation benefits must support their claim with duly self-attested copies of relevant certificates issued by Govt./notified Competent Authority, at the time of document verification or whenever required by inStem, else their claim for any relaxation/ concession etc. will not be considered and their application will be treated under Unreserved (UR) category.

- 3) It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.

APPLICATION FOR MORE THAN ONE POST

Candidates applying for more than one post should submit their application, complete in all respects, separately. Candidates who apply for more than one post should be aware that Centre for each examination may be different and examination may be on the same day/shift. If the examinations are in two different shifts on the same day, it will be candidate's responsibility to reach the allocated Centre. If the examination for two posts applied by candidate is in the same shift, he/she will be able to appear in the examination of one post as per his/her own choice. This applies to the Deputation and Direct Recruitment posts also.

APPLICATION FEE (Only Online)

Applying for	Level 9 and Below
Unreserved & OBC candidates	Rs 200/-

EXEMPTION FROM PAYMENT OF FEE

As per the prevailing guidelines of Government of India of (i) SC/ST community (ii) Women and PwD category of any community are exempted from Application Fees. Supporting certificates should be uploaded for SC/ST & PwD candidates.

PAYMENT OF APPLICATION FEE:

Fee for other than exempted categories application fee is to be paid online through Credit Card/Debit Card/Net Banking/UPI. Application Fee paid by the candidates who have not submitted their application or whose application is not shortlisted will not be refunded. All applicable service charges, bank charges etc. shall be borne by the applicants only. Without deposit of application fees, the application would not be processed. Kindly refer to the below link for the payment options.

After remitting the application fees to the bank account or through QR code/UPI ID using the link given below, the payment reference number is to be mentioned in the online application form.

<https://www.instem.res.in/jobportal/payment-options>

SELECTION PROCESS

The selection process will consist of:

- i. Tier-I (Written Test); and
- ii. Tier-II (Interview)

The Tier-I (Written Test) will consist of Objective Multiple Choice Questions (MCQs)/Descriptive questions. The Score of Tier-I (Written Test) may be normalized as per requirement.

The medium for written test will be both English and Hindi. The merit list would be based on the scores obtained in the Written Test. The Syllabus for the written test would be published on the website of the institute (www.instem.res.in)

In case, where more than one candidate secures the equal aggregate marks in Tier-I written test, tie cases will be resolved by applying following criteria, one after another, as applicable till the tie is resolved.

- (i) Date of Birth: - Older candidate placed higher in merit list
- (ii) Alphabetical order (English Language) in which the names of the candidate appear.

DATE OF EXAMINATION AND ADMIT CARD:

The date, time & venue of examination will be given on the Admit Card and will also be available on the website of the Institute (www.instem.res.in) for downloading/printing, two weeks prior to the written test. Admit cards will not be sent by post. Candidate must print the admit card and carry it for appearing in the written test. Valid Original Photo- ID, issued by the Govt. of India i.e. Aadhar Card, Voter Id Card, Driving License, Passport, Office I-Card issued by any Govt. Organization (as mentioned in the application form) is mandatory with admit card to appear for the written test. inStem reserves the right to divert candidate of any Centre to other Centre depending upon operational requirements. inStem will not entertain any request for any change in Centre, date and shift allotted to the candidates(s). Mere issue of Admit card to the candidates will not imply that their candidature has been finally accepted by inStem. The candidature can be cancelled at any time if it is found the candidate is not eligible as per norms.

IMPORTANT DATES:

Publication of advertisement in National dailies	28.01.2021
Date of publication in Employment News (E -Edition)	30.01.2021
Last date for receipt of online application *	15.02.2021

*** For any change/extension of dates please refer to the Institute's website Link mentioned in "How to Apply" section**

HOW TO APPLY:

Interested candidates may log into the link given in inStem website – Careers – Open position to apply for the position <https://www.instem.res.in/jobportal>

GENERAL CONDITIONS:

1. Candidates must ensure that he/she fulfils the eligibility criteria as stipulated in the advertisement.
2. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
3. Eligibility conditions will be determined with reference to the crucial date of eligibility i.e., the closing date of receipt of online applications i.e. 15th February 2021.
4. Any amendment related to this recruitment shall be made available only on the Institute's website www.instem.res.in

NOTE:-

- (i) The Written test will be conducted at Bangalore.
- (ii) Any further amendment related to this recruitment shall be made available only on the Institute's website www.instem.res.in

“In case of any discrepancy in Hindi Language, the English version as contained in the English Advertisement will be treated as final”.

CONTACT US

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WOMEN CANDIDATES FULFILLING THE ELIGIBILITY CONDITIONS ARE ENCOURAGED TO APPLY