

मूल कोशिका विज्ञान एवं पुनर्योजी औषधि संस्थान (ब्रिक-इन्स्टेम)

Institute for Stem Cell Science and Regenerative Medicine (iBRIC-inStem)

(जैव प्रौद्योगिकी अनुसंधान और नवाचार परिषद, जैव प्रौद्योगिकी विभाग, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार के तहत एक अनुसंधान संस्थान)

(A RI under Biotechnology Research and Innovation Council, Department of Biotechnology, Ministry of Science and Technology, Govt. of India)

जीकेवीके कैंपस, बेल्लारी रोड, बैंगलोर-560065

GKVK Campus, Bellary Road, Bangalore-560065

विज्ञापन संख्या/Advertisement No. inStem/03/2024

The Institute for Stem Cell Science and Regenerative Medicine (inStem, www.instem.res.in), a Research Institute under Biotechnology Research and Innovation Council, Department of Biotechnology, Ministry of Science and Technology, Government of India, invites online applications from eligible and interested candidates to fill up the following position in Administrative Cadre:

Sl. No.	Post Code	Name of the Post	Mode of Recruitment	Level in Pay Matrix (as per 7 th CPC)	Reservation Category				
					UR	OBC	SC	ST	Total
1	06/24	Administrative Officer	Direct Recruitment	L-12	1	-	-	-	1

About the Posts – Administrative Officer (Post Code – 06/24)- The incumbent is required to handle any of the administrative divisions of inStem independently. The incumbent may be assigned any other duties from time to time as per the requirement of the institute.

Compensation/Pay Details: The post carries the Pay Level 12 in the pay structure of the 7th CPC Pay Matrix (₹78,800/-) and other benefits include Dearness Allowance, House Rent Allowance (in lieu of accommodation), Transport Allowance, Children Education Allowance, Leave Travel Concession, and Medical Facilities applicable to the institute from time to time. The selected candidate will be covered under the National Pension System (NPS).

Eligibility Criteria: Essential Educational Qualifications and Experience required for the posts are as under:

Post Code	Name of the Post	Educational Qualification & Experience Requirements
06/24	Administrative Officer (Pay Level 12)	Essential Qualification & Experience Graduate/Post Graduate/CA/CMA/CS/SAS PG Diploma in Financial Management/Materials Management/Personnel Management with 12 years' experience in Accounting Finance/Administration/Purchase/Establishment/Hospitality etc. in a similarly placed institution/large industry/institution. Knowledge of Tally

		<p>ERP or similar packages is essential. Out of the total experience, 06 years should be at a Senior 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>b) Holding analogous post on a regular basis in the parent cadre or with 5 years of experience in one grade lower and</p> <p>b) Possessing the educational qualifications prescribed for direct recruits.</p>
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Age Limit & Relaxation The maximum age of the applicant should be as follows, on the closing date of receipt of the online application: -

Age	Post Code
Not exceeding 50 years for Direct Recruitment	Administrative Officer -Post Code -06/24

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 employees being engaged in the work of the institute or department for 5 years or more as of 28.02.2020.

Reservation/Relaxation Benefits:

- 1) All candidates applying against unreserved (UR) vacancy 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) Persons with Benchmarks Disabilities (PwBD), can apply to the respective posts even if the post is not reserved for them. However, such candidates will be considered for selection to such posts by a general standard of merit. Thus, Persons with Benchmark Disabilities (PwBD) persons can avail the benefit of other Concessions & Relaxations as permissible under the rules only when the degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.
- (4) Notwithstanding the provision of age relaxation, a person with benchmark disability will be considered to be eligible for appointment only if he/she (after such physical examination as the institute, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the institute.

Nationality: The candidate must be a citizen of India.

Procedure for application for those who are already in Govt. Employment/PSUs/Autonomous Bodies etc: Candidates employed in Government/ Public Sector Undertakings/ State Government/ Autonomous Organisations etc. and Departmental Candidates should produce a No Objection Certificate (NOC) from the present employer at the stage of interviews.

Application Fee (Only Online):

Level of Pay (7 th CPC)	Description	Fee
Pay Level 10 & above	UR & OBC Candidates	₹ 885/- (₹750/- plus 18% GST)
Bank/ Transaction Charges are to be borne by the candidate		

Exemption from Payment of Application Fee: As per the prevailing guidelines of the Government of India (i) SC/ST community (ii) Women and PwBD category of any community are exempted from Application Fees. Supporting certificates should be uploaded for SC/ST & PwBD 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 Fees 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 a 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 information available in the link below, the payment reference number is to be mentioned in the online application form https://www.instem.res.in/jobportal/sites/default/files/users/aoestt/Payment_options-new.pdf

Selection Process: The selection for the post of Administrative Officer-Post Code -06/24 will be based on an interview or two-stage interviews.

In cases, where more than one candidate secures equal aggregate marks, these tie cases will be resolved by applying the following criteria, one after another, as applicable till the tie is resolved.

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

Date of Interview and Admit Card: The date, time & venue of the interview will be given on the Admit Card/Call-up letter which will be forwarded to the registered e-mail ids of the candidates. Admit cards/Call up letters will not be sent by post. Candidates must print the admit card/call up letter and carry it for appearing in the interviews. 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 the admit card/call up letter to appear for an interview. Mere issue of Admit card/call up letter to the candidates will not imply that their candidature has been finally accepted by inStem.

Important Dates:

Publishing of Advertisement in Employment News (E -E-Edition)	30.11.2024
Publishing of Advertisement in Local/National News papers	30.11.2024
Publishing of Advertisement on the website	13.11.2024
The last date for receipt of the online application	30.12.2024



How to Apply: To apply for the position, interested candidates may log into inStem website – Careers—Open positions (<https://www.instem.res.in/jobportal/>)

General Conditions & Important Notes:

1. inStem is a premier organization under the Biotechnology Research and Innovation Council, the Department of Biotechnology, Government of India and its mandate is world-class research. The institute is looking for applicants with the 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. Prospective applicants should align with the requirements of a scientific and research institute and be willing to work in a competitive environment with full enthusiasm and dedication. There is a probation period of 2 years for the posts filled on direct recruitment. The selected candidate will not be provided NOC for outside employment during the probation period.
2. An online application that is incomplete in any respect such as without a photograph and signature, inhuman/inappropriate photograph and/or signature uploaded in the online application form/ unsuccessful fee payment will not be considered valid. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
3. Candidates must ensure that he/she fulfills the eligibility criteria as stipulated in the advertisement before filling out the application.
4. The crucial date for determining the age limit, educational qualifications, experience, etc. will be the closing date for receipt of applications.
5. Candidates are advised to keep a printout of the application form for future reference.
6. Candidates are required to assess their eligibility for the post before remitting the fee. No claim on refund of fee paid will be entertained.
7. Institute reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
8. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the institute through e-mail only. The interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the institute website regularly, for subsequent amendments, if any, in the advertisement and for results.
9. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, E-mail ID, etc. will be considered final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The institute will



not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the application or omission to inStem Advt. No. inStem/03/2024. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.

10. The institute reserves the right to withdraw any advertised post at any time without assigning any reason and also to fill or not to fill the posts advertised. The institute also reserves the right to increase/decrease the number of the posts so advertised.
11. For the candidates who have submitted experience certificates from PSU/Autonomous bodies if their pay scales are different from the 7th CPC pay scales, it is their responsibility to submit equivalence certificates for consideration of their experience. Otherwise, their experience may not be considered.
12. The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection.
13. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of the offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, inStem in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, the conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual.
15. It may be noted that candidature will remain provisional till the veracity of the concerned documents is verified by the institute.
16. Qualification and experience in the relevant field alone will be considered and preference will be given to experience in Central Government/Autonomous Institutes/CPSEs.
17. The experience claimed must be supported by legitimate documents for candidates in Central Government/Autonomous Institutes/CPSEs and in case of candidates working in the private sector/contract he/she shall be drawing equivalent TME (Total Monthly Emoluments) to be considered for a similar level of experience. The proof regarding this needs to be furnished along with the application.
18. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
19. Selected candidates may be posted and transferred anywhere in India as per the requirement of the institute.



20. inStem does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason or for any other reason beyond the control of the institute. Please note that the online mode is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
21. Any canvassing by or on behalf of the candidates or to bring political or other outside influence about their selection/recruitment shall be considered as disqualification.
22. Appointment of candidates shall be as per the institute's Recruitment Rules (as applicable on that date) and Govt. of India Instructions from time to time and will be subject to their being found medically fit and the verification of character, antecedents, and caste, wherever applicable.
23. No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of a Department of a State or the Central Government or any Public Sector Undertaking/ Autonomous institute etc.
24. No person shall be eligible for appointment who has been convicted in a Court of law for any offense involving moral turpitude.
25. inStem may retain data available in online applications received from candidates only for a limited period of six months after completion of the recruitment process i.e. the issuance of an offer letter to the selected candidate.
26. The candidates are advised/ required to visit the institute website www.instem.res.in regularly. The list of candidates shortlisted for further participation in the selection process such as the Test/Interview etc. will be displayed on the above website. No correspondence whatsoever will be entertained from candidates regarding the reason for not being called for the Test/ Interview.
27. The individual appointed shall be liable to serve anywhere in India as per the requirement of the institute.
28. inStem strives to have a gender-balanced workforce that reflects an all-India character. Hence, candidates from all over the country and female candidates are especially encouraged to apply.
29. No person, (i) who had entered into or contracted a marriage with a person having a spouse living; or (ii) who has a spouse alive, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.



30. Degrees etc. in support of educational qualifications should have been awarded by a recognized University/ Institute from Central/State Government regulatory bodies like UGC, AICTE, etc. The Institute reserves the right to carry out positive verification of the qualification and experience cited by a candidate.
31. Candidates shortlisted for interview will have to produce original documents for verification in support of their application regarding reservation category, educational qualification, experience, and other claims.
32. Experience Certificate especially from the private employer must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment, (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual), and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full-time education will not be counted as professional experience.
33. inStem reserves the right to restrict the number of candidates to be called for a Test/Interview by short-listing the applications based on higher benchmarks or criteria as may be decided by the Institute.
34. In case after appointment, any information given/declared by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
35. Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require before joining inStem service as per the Government of India norms.
36. Police/Caste verification of the selected candidates shall be done as per the latest instructions issued by the Govt of India. In case the verification is received as negative, the appointment of the individual shall cease to exist with immediate effect without any notice.
37. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bengaluru only.

संपर्क करें/Contact Us:

मूल कोशिका विज्ञान एवं पुनर्योजी औषधि संस्थान (ब्रिक - इन्स्टेम), जीकेवीके परिसर, बेल्लारी रोड, बेंगलोर – 560065/ Institute for Stem Cell Science and Regenerative Medicine (inStem), GKVK Campus, Bellary Road, Bangalore - 560065	वेबसाइट /Website: www.instem.res.in फ़ोन /Phone: 080-61948226 ई-मेल/E-mail: estt@instem.res.in
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