

**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/01/2020**

Institute for Stem Cell Science and Regenerative Medicine 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 Technical and Administrative Cadres on Direct Recruitment/Deputation/Absorption basis.

**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	Level in Pay Matrix (as per 7 <sup>th</sup> CPC)	Vacancy details				
				SC	ST	OBC	UR	Total
<b>Technical</b>								
1	1/20	Senior Engineer	Level-13 (GP 8700)	-	-	-	1	<b>1</b>
2	2/20	Senior Technical Officer	Level-9 (GP 5400)	-	-	1 (Instrumentation)	3 (Computer/HVAC/Civil)	<b>4</b>
3	3/20	Technical Officer-I (Civil/HVAC/Electronic workshop)	Level-7 (GP 4600)	-	-	-	3	<b>3</b>
<b>Administrative</b>								
4	4/20	Senior Administrative Officer	Level-12 (GP 7600)	-	-	-	1	<b>1</b>
5	5/20	Administrative Officer	Level-10 (GP 5400)	-	-	1	-	<b>1</b>
6	6/20	Administrative Officer (Hospitality & Services)	Level-10 (GP 5400)	-	-	-	1	<b>1</b>
7	7/20	Junior Management Assistant (JMA)	Level-6 (GP 4200)	-	-	1	2	<b>3</b>
8	8/20	Clerk	Level-3 (GP 2000)	-	-	1	3	<b>4</b>

**Note:** 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.

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

POST CODE	POST NAME	EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS
1/20	Senior Engineer	BE/B-Tech in relevant field with minimum 15 years of experience in execution/maintenance of electrical installations/Civil works/Computational clusters in research establishment. <b>Desirable:</b> 60 % marks in aggregate/Post Graduation.
2/20	Senior Technical Officer	BE/B.Tech with minimum 5 years experience in maintenance of large installation for institutes/industry where the research and scientific work is carried out. <b>Desirable:</b> 60% marks in aggregate/ Post Graduation
3/20	Technical Officer-I	BE/B-Tech with minimum 1-2 years' experience in relevant field preferably in research establishment. OR 3-year Diploma in Engineering with 5 years' experience in maintenance of large Installation for institutes/Industry where the Research & Scientific work is carried out. <b>Desirable:</b> 60 % marks in aggregate
4/20	Senior Administrative Officer	Graduate/Post Graduate/CA/CMA/SAS/PG Diploma in Financial Management/Personnel Management with 12 years' experience in the Accounts/Finance/Admin/ Establishment etc.in a similarly placed institution/ large industry/institution. Knowledge of Tally/ ERP or similar package is essential. Out of the total experience at least 6 years should be at a senior supervisory capacity.
5/20	Administrative Officer (Estt)	Graduate/PG Diploma in Personnel Management with 8 years in the Admin/Establishment in a similarly placed institution/large industry/Institution. Out of the total experience at least 4 years should be at supervisory capacity.
6/20	Administrative Officer (Hospitality & Services)	Graduate/PG Diploma in Management with 8 years of experience in the Hospitality services in a similarly placed institution/large industry/Institution. Out of the total experience at least 4 years should be at supervisory capacity.
7/20	Junior Management Assistant (JMA)	Graduate in any discipline and knowledge of use of personal computers and its applications. <b>Desirable:</b> 4 years of experience in Administration/Accounts/Secretariat/Establishment /Purchase/stores will be preferred in Govt./AIs or similar Organizations.
8/20	Clerk	Graduate in any discipline and knowledge of use of personal computers and its applications. <b>Desirable:</b> 3 years' of experience in computerized/networked environment in the areas of Administration/Establishment/ Secretariat/Accounts/Purchase in a similar set up in a reputed academic and/or research environment.

**Important Note:**

InStem is a premiere organization under the Department of Biotechnology, Government of India and its mandate is world class research. The institute will recruit 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.

Candidates must have acquired the Essential Educational Qualifications and Experience on the crucial date of eligibility for the posts they are applying i.e., 9th August 2020. 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.

**COMPENSATION / PAY DETAILS**

Recruited candidates will get pay as per 7th Central Pay Commission Pay Matrix and other benefits include Dearness Allowance, House Rent Allowance, Transport Allowance, Children Education Allowance, Leave Travel Concession, Medical Facilities and other allowances/ advances as per Govt. of India Rules. The recruited candidates will be covered under National Pension System (NPS) of the Government of India.

**AGE LIMIT & RELAXATION**

The maximum age of the applicant should be as follows, as on closing date of receipt of online application (9th August 2020)-

<b>Sl. No.</b>	<b>Age</b>	<b>Post code</b>
1	50 years for Direct Recruitment 56 years for Deputation	1/20
2	40 years for Direct Recruitment 56 years for Deputation	2/20
3	35 years for Direct Recruitment 56 years for Deputation	3/20
4	50 years for Direct Recruitment 55 years for Deputation	4/20
5	40 years for Direct Recruitment 45 years for Deputation	5/20, 6/20
6	35 years	7/20
7	30 years	8/20

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<sup>th</sup> Feb 2020)

## **NATIONALITY**

Candidate must be citizen of India.

## **ELIGIBILITY CRITERIA**

All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. **9th August 2020**.

## **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.
- All candidates applying against unreserved (UR) vacancies will be treated as General candidates.
- 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.
- It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.

## **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 time of written test/Interview, failing which the candidate may not be allowed to appear in the written test/Interview.

## **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.

## **APPLICATION FEE (Only Online)**

<b>Applying for</b>	<b>Level 9 and Below</b>	<b>Level -10 and above</b>
Unreserved & OBC candidates	Rs 200/-	Rs 500/-

## EXEMPTION FROM PAYMENT OF FEE

Women and SC/ST/PwD candidates are exempted from payment of application fee as per Govt. of India rules in this regard. Supporting certificates should be uploaded for SC/ST & PwD candidates. Fee for the other categories is to be paid online through Credit Card/Debit Card/Net Banking. 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 candidate only.

## SELECTION PROCESS (Except Post Code-1/20 and 4/20)

The selection process will consist of:

- i. Tier-I (Written Test); and
- ii. Tier-II (Trade/Skill/ Computer Proficiency Test, wherever applicable).
- iii. Interview (For Level-7 and above)

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. Tier-II (Trade/Skill/Computer Proficiency Test) wherever applicable, will be qualifying in nature. 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](http://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.

**SELECTION PROCESS (Post Code-1/20 and 4/20)** -The selection will be through Personal Interview

## DATE OF EXAMINATION AND ADMIT CARD:

The date, time & venue of examination will be given on the e-Admit Card and will also be available on the website of the Institute ([www.instem.res.in](http://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 e-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 Employment News (E-Edition) and other national dailies	18 <sup>th</sup> July 2020
Last date for receipt of online application	9 <sup>th</sup> August 2020

**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>

**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](http://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 REQUIREMENTS ARE ENCOURAGED TO APPLY.**