

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 कैम्पस, बेल्लारी रोड, बेंगलूर-560065

GKVK Campus, Bellary Road, Bangalore-560065

विज्ञापन संख्या/Advertisement No. inStem/01/2025

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:

Post Code	Name of the Post	Mode of Recruitment	Level in Pay Matrix (as per 7 th CPC)	Age Limit
01/25	Administrative Officer	Deputation	PL-10	Not exceeding 45 years

About the Posts – The incumbent is required to handle any of the administrative divisions of inStem independently.

Note:

1. The candidates need to apply through the proper channel, after securing the permission of their parent organization. However, they may fill out the online application as an advance copy and submit the hard copy of the online application duly certified by the employer and accompanied by under mentioned documents by post to the below address super scribing as “**Application for the post of Administrative Officer (On Deputation)**” on the envelope **not later than 30 days** from date of publication in the employment newspaper or last date of extension, failing which the online application will not be considered:-

The Administrative Officer (Estb & HR)

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

GKVK Post, Bellary Road, Bangalore-560065

- Self-attested copies of relevant education qualifications (Matriculation/SSC, Degree Certificates, Mark sheets, etc.)
- No Objection Certificate (NOC) from the current employer concerned with experience certificates mentioning the duration of employment (date, month, and year) indicating basic pay, grade pay/Pay Matrix level. The Certificate should also mention the nature of duties performed/experience obtained in the post(s) with duration.

- Annual Confidential Reports/APARs for the last 5 Years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.
- Vigilance Clearance Certificate & Integrity Certificate.
- Photo Identity Card (Aadhar, Voter ID, Driving license, Passport, etc.)
- Application fee details (If applicable).

2. The terms & conditions of deputation shall be governed by DoPT OM No.6/8/2009 Estt. (Pay-II) dated 17.06.2010 & as amended from time to time. The initial period of deputation shall be 1(one) year, extendable as per extant rules, subject to review of performance. The maximum age should not exceed 45 years as of the last date of the receipt of the application.

3. The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.

Eligibility Criteria: Essential Educational Qualifications and Experience required for the post is as under:

Post Code	Name of the Post	Educational Qualification & Experience Requirements
01/25	Administrative Officer (Pay Level 10)	<p>Essential Qualification & Experience Graduate/Post Graduate/CA/CMA/CS/SAS PG Diploma in Financial Management/Materials Management/Personnel Management with 08 years' experience in Accounting Finance/Administration/Purchase/Establishment/Hospitality etc. in a similarly placed institution/large industry/institution etc. Knowledge of Tally ERP or similar packages is essential. Out of the total experience, 04 years should be in 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: b) Holding analogous post on a regular basis in the parent cadre or with 5 years of experience in one grade lower (Pay Level 08 or 09 of 7th CPC) and b) Possessing the educational qualifications prescribed for direct recruits.</p>

Nationality: The candidate must be a citizen of India.

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 of (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 (Deputation) -Post Code -01/25 will be based on a Written Test/interview or two-stage interviews.

Date of Examination/Interview and Admit Card: The date, time & venue of the Written Test/interview 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 or will be forwarded to registered e-mail ids of the candidates. Admit cards will not be sent by post. Candidate must print the admit card and carry it for appearing in the written test/interview. 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/interview. inStem reserves the right to divert candidates 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:

Publishing of Advertisement in Employment News (E -E-Edition)	01.02.2025
Publishing of Advertisement in Local/National Newspaper	01.02.2025
Publishing of Advertisement on the website	16.01.2025
The last date for receipt of the online application	22.02.2025
The last date of receipt of hard copy of the application along with all the documents	02.03.2025

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 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.
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. Written Test/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/01/2025. 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. The candidates who have submitted experience certificates from PSU/Autonomous bodies if their pay scales are different from 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 written test/ 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
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 by the last date for 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.
23. 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.
24. 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 Written 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 Written Test/Interview.
25. 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.
26. 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.

27. 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.
28. 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:

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