INSTITUTE FOR STEM CELL SCIENCE AND REGENERATIVE MEDICINE (an
Autonomous Institute of the Department of Biotechnology, Govt. of India)
GKVK Campus, Bellary Road, Bangalore-560065
ADVERTISEMENT NO. inStem/13/2020

The Institute for Stem Cell Science and Regenerative Medicine (inStem, www.instem.res.in), an Autonomous Institute of the Department of Biotechnology, Government of India, invites online applications from eligible and interested candidates for filling up the following vacancies under Technical Cadre to work as Technical Assistant at Bangalore Life Science Cluster 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 7th CPC)	Vacancy details				
					SC	ST	OBC	UR	Total
Technical									
1	32/20	Senior Technical Officer	Instrumentation	L-9	-	-	1	-	1
2	31/20	Senior Technical Officer	Information Technology	L-9	-	-	-	1	1
3	30/20	Technical Officer-II	Instrumentation	L-8	-	-	-	1	1
4	28/20	Technical Officer-I	HVAC	L-7	-	-	1	-	1
5	29/20	Technical Officer-I	Laboratory Support	L-7	-	-	-	1	1
6	23/20	Technical Assistant	Instrumentation	L-6	-	-	-	1	1
7	24/20	Technical Assistant	Information Technology	L-6	-	-	-	1	1
8	25/20	Technical Assistant	Electrical	L-6	-	-	1	1	2
9	26/20	Technical Assistant	HVAC	L-6	-	-	-	1	1
10	27/20	Technical Assistant	Civil	L-6	1	-	-	-	1

Note:

1) 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.

ABOUT THE POST:
 An indicative list of the work areas of the incumbent is given below (they are not exhaustive and new areas may be added later):

Senior Technical Officer (Instrumentation- Post code-32/20)

- Overall in-charge of Instrumentation. Repair& maintenance of high-end/specialized research instruments related to Life science research.
- Procurement for Instruments for common Facility and helping research groups in preparing specification and procurement process. Training to users for operation of instruments and prepare SOP. Maintenance and calibration of equipment installed in common facility.
- Maintaining the inventory of Spares related to Equipment.
- Planning, installation and operation& Maintenance of Gas Distribution Manifolds.
- Operation and maintenance of AV system, Telecom system.
- Coordination for Lab renovation/ Modifications and installation of new equipment

Senior Technical Officer (Information Technology- Post code-31/20)

- Development and maintenance Drupal based websites on LINUX web servers.
- Installation and configuration of open source applications on LINUX including web, dns, proxy, mail etc.
- Develop web based analytical tools for monitoring the resources.
- Develop and deploy new technologies to improve the computing infrastructure of the campus.
- Writing automation scripts using bash, python or PHP scripts
- Monitoring, management and optimization of the data center facility and HPC clusters (including hardware and software).
- Providing user support for technical issues, code optimization, data management, etc.
- Active involvement in the expansion of the facilities and the associated infrastructure, expected in the near future.
- Backup and restoration of server data
- Maintaining centralized data storage based on GPFS, Luster etc.
- Leading the team by utilising skills and knowledge of rules and regulations of GOI for purchase, accounts etc.
- Planning and procuring of IT infrastructure to meet the institute requirements.

Technical Officer-II (Instrumentation- Post code-30/20)

- Repair& maintenance of research instruments related to Life science research.
- Operation& Maintenance of Gas Distribution Manifolds, Telecom System, Audio Visual Facility and Audio conferencing.
- Maintenance of Autoclaves/ Sterilization units, Rack and Cage washer, IVC cage, interlocking system.
- Maintaining the inventory of Spares related to Gas line and telecom.
- Maintaining history of installation and repair history of Instrument.
- Streaming, recording and archiving of Lectures and conferences for record offline use.
- Procurement and installation of access control and Biometric attendance system.

Technical Officer-I (HVAC- Post code-28/20)

- Operation and maintenance of MCC power panels, motors, VFDs, actuators, valves, BMS system including DDC controllers, field devices, signalling & control system etc.
- Troubleshooting of electrical, BMS & control system. Operation and maintenance of HVAC systems of containment facilities, Animal facilities, clean rooms, data centers. Planning and procurement of maintenance spares and their storage/management.
- AMC contract management for these systems.

Technical Officer-I (Laboratory Support- Post code-29/20)

- Supervising routine jobs carried out by Laboratory assistants daily to ensure that quality is maintained
- Monitoring quality of media prepared by Laboratory kitchen staff
- Monitoring sterilized items and all other duties performed by laboratory kitchen to ensure that quality is maintained
- Responsible for safe collection, storage and disposal of laboratory wastes (Biomedical wastes)

- Maintaining laboratory equipment through SOPs, periodical maintenance
- Maintaining laboratory supplies inventory
- Assisting new PIs in setting up laboratory
- Formulation of policy for various activities in the laboratory in consultation with other members of the group
- Ensuring the provision and maintaining in functional working order all appropriate personal protective equipment (PPE)
- Assisting Senior Laboratory Manager in maintaining all functions related to the Laboratory operations
- Co-ordination with technical team for attending to the general maintenance and repair works in the laboratories

Technical Assistant (Instrumentation- Post code-23/20)

- Preventive maintenance of instruments and maintenance of records
- Monitoring the usage of common instruments,
- Checking the logbook and online scheduler and propose of expansion or replacement.
- Maintaining the history of installation and repair history of Instrument.
- Assistance in maintaining the inventory of Spares.
- Monitoring and updating the Helpdesk requests for servicing, repair, calibration,
- performance check of common and lab instruments.
- Maintenance and Calibration of Weighing balances, and Fine Balances, pH meters, Conductivity meters and TDS meters, BOD incubators, CO_2/ Tri-Gas incubators.
- Installation of New Access control system and Operation and maintenance of Access control system.
- Providing new telephone lines and attending to the problems of existing lines.
- Operation and maintenance of Type III, Type II and Type I water purification systems and RO water unit.
- Repair of PCB and taking care of instrumentation and PCB workshop.
- Maintenance of Centralized Gas Distribution System Maintenance of centralize Air Compressor, Vacuum Plant, Bio Medical Sterilizers and Autoclaves.
- Handling the Audio Visual systems for all the events scheduled at campus including major conferences, Annual Talks, Symposiums, Informal and Non Informal Seminars, non-Scientific Public Lectures etc.
- Arrangement for the streaming of lectures at other venues in the campus. Setup the audio system for the cultural events planned at campus.

Technical Assistant (Information Technology- Post code-24/20)

- Ensuring that campus users gets the most benefit from the Computer, printer hardware and software (Linux, Windows and Mac) available
- Configuration of network switches, upgrading firmware, configuring VLAN etc
- Independently troubleshooting system and network problems and diagnosing and solving hardware or software faults on site
- Providing a suitable configuration to the user using the knowledge of new technology offered in the market
- Functioning with adequate knowledge of rules and regulations of GOI for purchase, accounts etc
- Monitoring and maintaining the computer systems and network
- Co-ordinating with other departments for smooth running of the systems including external vendors, ISP etc
- Installation of hardware components, configuring servers including virtualization
- Monitoring daily logs, taking backups and taking necessary precautions accordingly.
- Identifying and removing malwares etc.
- Configuring and managing a centralized system to manage desktop clients in terms of hardware and software
- Content Management including installation and configuration and updating content

Technical Assistant (Electrical- Post code-25/20)

- Operation and Maintenance of Electrical and associated systems on 24/7hrs basis including, but not restricted to Transformers of 2000kVA, 1500kVA DG sets, HT and LT panels 200 nos
- Troubleshooting of control wiring of electrical panels including relay/PLC logics, appropriate discriminations protection systems, Lifts and Fire alarm/protection systems, lightning protection systems and earthing systems, motors and pumps of various ratings etc.
- Planning and execution of preventive maintenance as per IS/IE to achieve "Zero breakdown" in electrical power supply system including various rating UPS systems, addition and alteration works existing electrical systems.
- Attending day to today tickets raised by users.
- Tender document preparation using knowledge of CPWD procedures

➤ Coordination with other Govt agencies like electricity board, PESO, CEA and Diesel suppliers etc.

Technical Assistant (HVAC- Post code-26/20)

➤ Operation and maintenance of HVAC plant room having air-cooled and water cooled chillers, primary - secondary - condenser pumps, cooling towers etc.

➤ Managing AMCs, shift arrangements, log checks etc. Low end HVAC maintenance of chilled water based HVAC systems and DX based AC systems like VRF systems, cold rooms, unitary machines, FCUs, ventilation units, emergency fans etc.

➤ Maintenance and updation of maintenance history records etc. AMC contract management for these systems.

Technical Assistant (Civil- Post code-27/20)

➤ Preparation of Estimates, Tenders, and evaluation process as per GOI norms.

➤ Execution of projects as per government norms.

➤ Construction monitoring, Quality Assurance & Quality Control on the works preparation of various reports and coordination with various stake holders.

➤ Planning and implementation of preventive maintenance schedules, handling break down works, day to day complaints, execution of minor works, recording of works bills, etc.

➤ Supervision of operation and maintenance of STP, WTP. Development and maintenance of landscape and hard-scape works, etc,.

COMPENSATION/PAY DETAILS:

The post carries the Pay Level-6, Level-7, Level-8 & Level-9 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).

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

POST CODE	POST NAME	EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS
23/20, 24/20, 25/20, 26/20 & 27/20	Technical Assistant (Level-6)	Essential Qualification & Experience BE/B-Tech with minimum 1-2 years' experience in Engineering and 1-2 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out Desirable Qualification: 60% marks in aggregate.
28/20 & 29/20	Technical Officer-I (Level-7)	BE/B-Tech with minimum 1-2 years' experience preferably in research establishment OR 3-year Diploma in Engineering with 5 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out. Desirable Qualification: 60% marks in aggregate Experience for Deputation: Officials of the Central Government, State Governments, Central/State Government Universities/Autonomous Institutions, Public Sector Undertakings, subject to fulfilment of the following conditions: (a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and (b) Possessing the educational qualifications and regular service experience prescribed for direct recruits.

30/20	Technical Officer-II (Level-8)	BE/B-Tech with minimum 2-4 year's experience preferably in research establishment OR 3-year Diploma in Engineering with 6 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out. Desirable Qualification: 60% marks in aggregate/Post-Graduation Experience for Deputation: Officials of the Central Government, State Governments, Central/State Government Universities/Autonomous Institutions, Public Sector Undertakings, subject to fulfilment of the following conditions: (a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and (b) Possessing the educational qualifications and regular service experience prescribed for direct recruits.
31/20 & 32/20	Senior Technical Officer (Level-9)	BE/B-Tech with minimum 5 years' experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out Desirable Qualification: 60% marks in aggregate/Post-Graduation Experience for Deputation: Officials of the Central Government, State Governments, Central/State Government Universities/Autonomous Institutions, Public Sector Undertakings, subject to fulfilment of the following conditions: (a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and (b) Possessing the educational qualifications and regular service experience prescribed for direct recruits.

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 fulfil 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., 31-03-2021. 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 (31-03-2021): -

Sl. No.	Age	Post code
1	35 years for Direct Recruitment	23/20, 24/20 25/20, 26/20 & 27/20
2	35 years for Direct Recruitment/Not exceeding 56 years for Deputation	28/20 & 29/20
3	35 years for Direct Recruitment/Not exceeding 56 years for Deputation	30/20
4	40 years for Direct Recruitment/Not exceeding 56 years for Deputation	31/20 & 32/20

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 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 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. 31-03-2021

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.
4) 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

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):

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.

SELECTION PROCESS:

The selection process will consist of:

i.   Tier-I (Written Test); and
ii.   Tier-II (Trade/Skill Test, Wherever applicable)
iii. Interview

For the Post codes 23/20, 24/20, 25/20, 26/20 and 27/20 (Technical Assistant, Level-6), the selection process will be through Written Test and Skill Test.

For the Post codes 28/20 and 29/20, (Technical Officer-I, Level-7), the selection process will be through Written Test & Interview.

For the Post codes 30/20 (Technical Officer-II, Level-8), the selection process will be through Written Test & Interview.

For the Post codes 31/20 and 32/20, (Senior Technical Officer, Level-9), the selection process will be through Interview or through Written Test & 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. Tier-II (Trade/Skill 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).

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	
Date of publication in Employment News (E -Edition)	20-03-2021
Last date for receipt of online application *	31-03-2021

* 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. 31-03-2021
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