

शुद्धिपत्र-1

रोजगार समाचार पत्र में प्रकाशित विज्ञापन संख्या inStem /08/2023 दिनांक 02 सितंबर 2023 के संदर्भ में सूचित किया जाता है कि निम्नलिखित खंड/मानदंड में संशोधन किया गया है और इसे इस प्रकार पढ़ा जाए: -

खंड/मानदंड	रोजगार समाचार पत्र में विज्ञापन के अनुसार	संशोधन
तकनीकी सहायक-आईटी (वेब डेवलपर) पोस्ट कोड - 16/23 के पद के लिए आरक्षण श्रेणी	यूआर (अनारक्षित)	अन्य पिछड़ा वर्ग (एनसीएल)

इस पद पर आवेदन करने के लिए विज्ञापन के अन्य सभी नियम और शर्तें अप्रि वरतित रहेंगी।

जिन आवेदकों ने ऑनलाइन पोर्टल पर सफलतापूर्वक अपना आवेदन कर दिया है, उन्हें इस भर्ती के लिए विचार किया जाएगा और उन्हें दोबारा आवेदन करने की आवश्यकता नहीं है।

पद के लिए पात्रता अंतिम तिथि **30 सितंबर 2023** मानी जाएगी।

यह मुद्रा सक्षम प्राधिकारी के अनुमोदन से है।

-एसडी/-

रजिस्ट्रार -डीबीटी- इनस्टेम

CORRIGENDUM-1

This is with reference to Advertisement No. inStem/08/2023 dated 02nd September 2023 published in Employment Newspaper. This is to inform that the following clause/criteria have been amended and are to be read as below: -

Clause/criteria	As per Advertisement in the Employment Newspaper	Amended to be read as
Reservation category for the position of Technical Assistant-IT (Web Developer) Post Code - 16/23	UR(Unreserved)	Other Backward Class (NCL)

All other terms and conditions of the advertisement for applying to a post shall remain unchanged.

The applicants who have submitted their applications successfully in the online portal will be considered for this recruitment and need not apply again.

This issue is with the approval of the Competent Authority.

-Sd/-

Registrar -DBT-inStem

विज्ञापन संख्या/Advertisement No. inStem/08/2023

The Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem, www.instem.res.in), an Autonomous Institute under the Department of Biotechnology, Ministry of Science and Technology, Government of India, invites online applications from eligible and interested candidates to fill up the following positions on Direct Recruitment.

Sl. No.	Post Code	Name of the Post	Specialization	Level in Pay Matrix (as per 7 th CPC)	Category			
					SC	ST	OBC	UR
1	15/23	Junior Management Assistant	Accounts	L-6	-	-	-	1
2	16/22	Technical Assistant	IT (Web Developer)	L-6	-	-	1*	-
Total								02

* The reservation category published in the Employment and other Newspaper on 02.09.2023 be read as OBC(NCL) at the place of UR (Unreserved).

About the Posts –

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

Junior Management Assistant (Accounts)-Post Code-15/23

The incumbent is required to work in the Finance and Accounts Division of DBT-inStem. He/she has to handle the Payments, Accounting, Recording, Compliance, and reporting areas of Finance and Accounts. However, he may be posted to other areas of Administrative functioning as per exigencies.

Technical Assistant (IT-Web Developer)- Post code-16/23

- Development and maintenance of Drupal/PHP based websites on LINUX web servers.
- Installation and configuration of open source applications on LINUX servers.
- 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
- Providing user support for technical issues, code optimization, data management, etc.
- Active involvement in the expansion of the facilities and the associated infrastructure, is expected in the near future.
- Backup and restoration of server data

- 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
- Co-ordinating with other departments for smooth running of the systems including external vendors, ISP etc
- Monitoring and maintaining the computer systems and network
- Monitoring daily logs, taking backups and taking necessary precautions accordingly.
- Installation of hardware components, configuring servers including virtualization
- Content Management including installation and configuration and updating content

Compensation/Pay Details: The posts carry the Pay Levels as mentioned against each 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 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
15/23	Junior Management Assistant (Accounts) (Level -6)	<p>Essential Qualification & Experience: Graduate in any discipline and knowledge of the use of personal computers and their application is a must.</p> <p>Desirable Qualification & Experience: 04 years of experience in Administration/Accounts/Procurement/Stores/Establishment/Secretariat will be preferred in Govt/AIs and similar organisations.</p>
16/23	Technical Assistant IT (Web Developer) (Level -6)	<p>Essential Qualification & Experience: BE/B-Tech (in relevant field) with a minimum of 1-2 years' experience in Engineering and 1-2 years of experience in the maintenance of large installations for institutes/industry where the Research and scientific work is carried out.</p> <p>Desirable Qualification: 60% marks in aggregate.</p>

Age Limit & Relaxation The maximum age of the applicant should be as follows, as on the closing date of receipt of online application (-): -

Age	Post Code
35 years for direct recruitment	Junior Management Assistant (Accounts)-15/23-UR
35+3 years for direct recruitment	Technical Assistant IT (Web Developer)-16/23-OBC

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

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 DBT-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 Benchmark 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 post by general standard of merit. Thus, Persons with Benchmark Disabilities (PwBD) persons can avail benefit of other Concessions & Relaxations as permissible under the rules only when 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: 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 the skill test.

Application Fee (Only Online):

UR & OBC Candidates	₹ 354/- (₹300/- 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 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 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 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 -Skill Test

The selection process will be through Tier -I (Written Test) and Tier-II (Skill Test- qualifying in nature). The Syllabus for the written test will be published on the website of the institute (www.instem.res.in).

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 candidate placed higher on merit list
- (ii) Alphabetical order (English Language) in which the names of the candidates 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 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/skill 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 Written Test/Skill test. DBT-inStem reserves the right to divert candidate of any Centre to other Centre depending upon operational requirements. DBT-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 DBT-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 -Edition)	02.09.2023
Publishing of Advertisement in Local/National News papers	02.09.2023
Publishing of Advertisement on website	02.09.2023
Last date for receipt of online application	30.09.2023

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

General Conditions & Important Notes:

1. DBT-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 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. 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 the posts.
2. An online application that is incomplete in any respect such as without photograph and signature, inhuman/inappropriate photograph and / or signature uploaded in the online application form/or 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 prior to 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 references.

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. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bengaluru only
8. 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).
9. 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 written Test/Skill Test 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.
10. 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 DBT-inStem Advt. No. inStem/08/2023. 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.
11. 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.
12. The candidates who have submitted experience certificates from PSU/Autonomous bodies and their pay scales are different, it is their responsibility to submit equivalent certificates for consideration of their experience. Otherwise, that experience may not be considered.
13. The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection.
14. 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.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, DBT-inStem in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, the conduct of examination will be final and no query or correspondence will be entertained in this connection from any individual.
16. It may be noted that candidature will remain provisional till the veracity of the concerned documents is verified by the Appointing Authority.
17. Qualification and experience in the relevant field alone will be considered and preference will be given to experience 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. DBT-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 with regard to their selection/recruitment shall be considered as disqualification.
22. Appointment of candidates shall be as per the institute's Recruitment Rules and Govt. of India Instructions 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 from 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. DBT-inStem will 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. DBT-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.
27. 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.
28. All degrees acquired by the applicant should be from an Institute/University recognized by the UGC/AICTE/AIU.

Contact Us:

Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem), GKVK Campus, Bellary Road, Bangalore – 560065	Website: www.instem.res.in Phone: 080-61948217
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