

# 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/13/2021

The Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem), [www.instem.res.in](http://www.instem.res.in), an Autonomous Institute of the Department of Biotechnology, Government of India, invites online applications in scientific cadre for the post of Fellow E (Scientist D) for a Regulatory Compliance Officer on Direct Recruitment failing which by Deputation/ Absorption.

**Mode of Applications:** 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)	No. of Post (s)	Category
1	13/2021	Fellow E (Scientist D)	Pay Level-12	1	OBC

**Important 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.

Since this post is reserved for Other Backward Class (OBC) Non Creamy Layer (NCL) therefore only OBC(NCL) candidates can apply.

### **About the Post: Fellow E (Scientist D)- 01 Post -OBC**

The Institute for Stem Cell Science and Regenerative Medicine (inStem) is recruiting for a Regulatory Compliance Officer. inStem is an integral part of the Bangalore Life Science Cluster (BLiSC) and shares facilities and infrastructure with the National Centre for Biological Sciences (NCBS-TIFR) and the Centre for Molecular and Cellular Platforms (CCAMP). The Regulatory Compliance Officer would thus ensure that scientific activities on campus operate in conformity with current regulatory and statutory requirements. The Regulatory Compliance Officer will work in coordination with the Director and Heads of Research as well as institutional statutory committees of all BLiSC institutes to achieve these goals. Importantly, the candidate must be able to prepare and present clear and concise compliance reports to state and national agencies and assist faculty and junior scientists with meeting regulatory requirements for grant and fellowship applications.

### **The Responsibilities include:**

- Keep up to date with evolving regulatory and statutory policies and guidelines.
- Refine, update and implement organizational policies, standards, and procedures to comply with applicable regulations.
- Organize and arrange meetings of statutory committees that regulate work on campus including the Institutional Biosafety Committee (IBSC), Institutional Human Ethics Committee (IHEC), Institutional Stem Cell Committee (ISCC); Institutional Animal Ethics Committee (IAEC).

- Keep updated records on the status of applications to different national (and international) regulatory committees and track requirements for progress reports or renewal applications.
- Assist faculty and staff with the completion of relevant forms to various regulatory and statutory committees
- Develop, review and revise written safety related plans according to relevant regulatory guidelines. Communicates plans to campus constituents and monitors progress of plans, reporting compliance annually.
- Remain current on new developments and laws on research practices in the context of human and animal health as well as biodiversity areas through participation in professional organizations.

The work requires knowledge of the practice of modern biological research both in theory and practice typically acquired through completion of a Master's degree in the biological sciences or a closely related field with wet lab experience. PhD is desirable and five years of previous experience relevant to statutory and regulatory requirements in a biomedical research environment is desirable. A combination of education and experience will be considered.

Excellent communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information. Applications must include a CV and a well-articulated experience and strategy statement that incorporates the points above. Incomplete applications will not be considered

#### **Compensation / Pay Details:**

The post carries the Pay Level 12 (Basic Pay of ₹ 78,800/- in the pay structure of 7<sup>th</sup> CPC Pay Matrix 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: -

<b>POST CODE</b>	<b>POST NAME</b>	<b>EDUCATIONAL QUALIFICATION &amp; EXPERIENCE REQUIREMENTS</b>
13/2021	Fellow-E/ Scientist-D (Pay Level 12)	<p><b>Essential Qualification &amp; Experience</b> Masters in Life Sciences/Medicine or equivalent, with 5 years' experience.</p> <p><b>Desirable:</b> Ph.D in Life Sciences or other Allied Sciences. Five years of previous experience relevant to statutory and regulatory requirements in a biomedical research environment</p> <p><b>Experience for Deputation:</b> Scientists from Central/State Governments, Research Institutes Autonomous Bodies etc.</p> <p>(i) Holding analogous post on regular basis in parent Department or (ii) With 4 years' service in Level- 11 or equivalent in the parent cadre/ Department and possess the essential qualification &amp; experience as mentioned above.</p>

**Note:**

- (i) 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 fulfil 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. (ii) It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority. (iii) Qualification and experience in the relevant field alone will be considered.

**Age limit & Relaxation:** The age of the applicant should be as follows: -

<b>Age Limit</b>	
Not exceeding 45 years for Direct Recruitment and 55 years for Deputation	
<b>Age Relaxation</b>	
OBC (NCL)	3 years
Persons with Benchmark Disability + OBC	13 years subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

**Note:** Upper age limit can be relaxed by one year in case of exceptional and meritorious candidates by the approving authority as per the approved Recruitment Rules of the Institute.

**Nationality:** Candidate must be Indian National/NRI/OCI/PIO.

**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 Organizations etc. and Departmental Candidates should produce No Objection Certificate (NOC) from the present employer at the time of Interview, failing which the candidate will not be allowed to appear in the Interview.

**Application Fee (only online):**

OBC candidates	Rs 500/-
OBC candidates from abroad with OCI Status	USD \$ 30

**Exemption from Payment of Application Fee:** As per the prevailing guidelines of Government of India, Women and PwD category of any community are exempted from Application Fees. Supporting certificates should be uploaded for 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. The application

will not be processed without deposit of the application fees. Kindly refer to the link below for the payment options.

After remitting the application fees to the bank account or through QR code/UPI ID using the information available in link given below, the payment reference number must be included in the online application form <https://www.instem.res.in/jobportal/payment-options>

**Important Dates:**

Publishing of Advertisement in Employment News (E - Edition)	11.12.2021
Publishing of Advertisement in Local/National News papers	11.12.2021
Publishing of Advertisement on website	11.12.2021
Last date for receipt of online application	31.01.2022

**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>. The applicant needs to fill the online application form and upload the following: (i) Updated CV

(ii) A well-articulated experience and strategy statement that incorporates the requirements described.

(iii) Contact details of five (5) referees, known to the applicant in their professional capacity. Sections (i) – (iii) may be submitted as a single document

**General Conditions:**

1. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
2. Candidates must ensure that he/she fulfils the eligibility criteria as stipulated in the advertisement.
3. All eligibility conditions will be determined with reference to the crucial date of eligibility i.e., the closing date of receipt of applications.
4. Candidates are advised to keep a printout of the application form.
5. Any amendment related to this recruitment shall be made available only on the Institute's website.
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

**Further updates/information related to this recruitment exercise shall only be made available on the Institute's website.**

**Contact Us:**

Institute for Stem Cell Science and Regenerative Medicine GKVK Campus, Bellary Road, Bangalore – 560065	Website: <a href="http://www.instem.res.in">www.instem.res.in</a> Phone: 080-23666001
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**Women candidates fulfilling the eligibility conditions are encouraged to apply**