

**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/06/2021**

The Institute for Stem Cell Science and Regenerative Medicine (inStem), an Autonomous Institute of the Department of Biotechnology, Government of India, invites online applications from eligible and interested candidates for the post of Administrative Officer **for handling Finance and Accounts Division of inStem** 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	06/21	Administrative Officer (Finance & Accounts)	Level-10	1	UR

**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.

**About the post:** The incumbent is required to handle the Finance and Accounts Division of inStem independently. He has to handle the Payment, Accounting, Recording, Compliance and reporting areas of Finance and Accounts.

**Compensation / Pay Details:** The post carries the Pay Level-10 (Starting Basic Pay of ₹ 56,100/-) in the pay structure of 7th 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), as per extant rules.

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

Post Code	Post Name	Educational qualification & Experience Requirements
06/21	Administrative Officer Pay level-10	<p><b>Essential Qualification &amp; Experience</b>                      Graduate/Post Graduate/CA/CMA/CS/SAS PG Diploma in Financial Management with 8 years' experience in the Accounting/Finance in a similarly placed institution/large industry/Institution. Knowledge of Tally ERP or similar package is essential. Out of the total experience at least 4 years should be at senior supervisory capacity</p> <p><b>Experience for Deputation:</b> Officials of the Central govt./State Govt./Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions:</p> <p>a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and</p> <p>b) Possessing the educational qualifications prescribed for direct recruits.</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. There is probation period of two (2) years for the post.

(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 of running/supervising various sections in the **relevant field (Accounts & Finance)** alone will be considered. Preference will be given to experience in Central Government/Autonomous Institutes/CPSEs.

(iv) The selected candidate would be assigned the responsibilities of Head (Accounts) of the Institute

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

Age Limit
Not exceeding 40 years for Direct Recruitment and 45 years for Deputation

**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 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.

**Eligibility Criteria:** All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. **25<sup>th</sup> September 2021**

**Application Fee (only online):**

Unreserved & OBC candidates	₹ 500/-
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**Exemption from Payment of Application 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.

**Payment of Application Fee:** Fee for other than exempted categories 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 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 link given below, the payment reference number is to be mentioned in the online application form <https://www.instem.res.in/jobportal/payment-options>

**Important Dates:**

Publishing of Advertisement in Employment News (E -Edition)	04.09.2021
Publishing of Advertisement in Local/National News papers	04.09.2021
Publishing of Advertisement on website	17.08.2021
Last date for receipt of online application	25.09.2021

**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:**

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.

**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 Email: <a href="mailto:estt@instem.res.in">estt@instem.res.in</a>
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**Women candidates fulfilling the eligibility conditions are encouraged to apply**