

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/Temp/01/2021

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 appointment of a Clerk on short-term Contract Basis (**Unreserved**).

The initial appointment will be for a period of six (6) months which may be extended further for an appropriate period(s) depending on the performance of the candidate in **Finance and Accounts Division of inStem**.

Mode of Applications: Only online applications will be accepted. Applications received through any other mode shall stand rejected automatically.

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

Eligibility Criteria:

Essential:

1. Graduate from a recognized University/Institute with an aggregate of 50% marks in Commerce/Accounting
2. Knowledge of the use of personal computers and applications especially Tally ERP – supported by certificates.

Desirable:

1. Good Communications and drafting skills in English with experience in preparation of Final Accounts, filing of statutory Returns such as TDS, GST, etc., will be preferred.
2. 2-3 years of experience in computerized/networked environment in the areas of Accounts in a similar set up in a reputed academic and/or research environment.

Age limit: 30 years as on 31st August 2021

Pay Details: Consolidated salary of ₹ 27,000/- p/m (No accommodation will be provided by the institute)

Application Fee: Nil

No. of posts – One (1)

Nationality: Candidate must be a citizen of India.

The Last date for receipt of ONLINE applications: 31st August 2021

Selection process: The Selection process shall involve a Written Test and Skill Tests. Those shortlisted in the written test only will be called for attending the Skill Tests. Those who qualify in the Written Test and Skill tests will be selected as per merit.

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: www.instem.res.in Phone: 080-23666001 Email: estt@instem.res.in
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Women candidates fulfilling the eligibility conditions are encouraged to apply