

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/04/2022

The Institute for Stem Cell Science and Regenerative Medicine (DBT- 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 and Administrative Cadre on Direct Recruitment failing which by Deputation/Absorption.

Sl. No.	Post Code	Name of the Post	Specialization	Level in Pay Matrix (as per 7 th CPC)	Category				
					SC	ST	OBC	UR	Total
Technical									
1	05/22	Senior Engineer	(Instrumentation/ Electrical/HVAC)	PL-13	-	-	-	1	1
2	06/22	Engineer	Technology Documentation Officer	PL-11	-	-	1	-	1
3	07/22	Engineer	Instrumentation	PL-11	-	-	-	1	1
4	08/22	Senior Technical Officer	Electrical	PL-9	-	-	-	1	1
5	09/22	Technical Assistant	Instrumentation	PL-6	1	-	-	-	1
6	10/22	Technical Assistant	HVAC	PL-6	-	-	-	1	1
7	11/22	Technical Assistant	Civil	PL-6	-	-	-	1	1
8	12/22	Lab Technician	Laboratory	PL-4	-	-	-	1	1
Administration									
9	18/22	Clerk	Administration/ Accounts/Purchase	L-3	-	-	-	1	1

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):

Senior Engineer (Instrumentation/Electrical/HVAC)- Post Code 05/22

The function of the position is of senior level technical support and reporting to the Director of the Institute. It is essential that the incumbent is a well-organized individual with excellent communication and multi-tasking skills who thrives on diversity in an evolving professional environment. The incumbent shall be overall in-charge of execution of Electrical/HVAC/Instrumentation works including routine and preventive maintenance of all installations and he should have 15 years' experience in heating, ventilation and air conditioning in a scientific/ industrial setting (OR) of planning, installing and maintaining scientific instruments based in laboratories.

Engineer (Technology Documentation Officer)- Post Code 06/22

The incumbent is required to handle legal agreements and intellectual property documents for the institute/BLiSC Campus in the process of being in charge of Technology transfer for the institute. Experience in handling of documents such as material transfer agreements, memorandum of understanding, invention disclosures and intellectual property documents will be an added advantage

Engineer (Instrumentation)- Post Code 07/22

- Overall in-charge of Operation and Maintenance of Instrumentation.
- Coordinate to Setup the common Instrumentation Facility
- coordinate with different sections for Installation of Instruments and Facilities at Campus.
- Tendering for works related with Gas line & other works and Manpower.
- Repair & maintenance of high-end/specialized research instruments related to Life science research.
- Procurement for Instruments for common Facility and Assisting 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
- Design, Planning, installation and operation& maintenance of Gas Distribution system.
- Operation and maintenance of AV system, Telecom system and Access control system.
- Coordination with Research Groups for Lab renovation/ Modifications and installation of new equipment

Senior Technical Officer (Electrical - Post code-08/22)

- Operation and Maintenance of 11KV Electrical Substation and associated HT and LT panels on 24/7hrs basis, this includes Operation and Maintenance of Transformers (up to 2MVA), DG sets (up to 1.5MVA), HT and LT switchgears along with HT/LT panels, protective relays etc..
- 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.
- Planning, installation and Operation & Maintenance of On-line UPS systems of various ratings.
- Coordination for Lab renovation/ Modifications and execution of Electrical works and preparation of Electrical drawings by using Autocad.
- Working Knowledge in CPWD works manual, SOPs, GCC, IS codes, IE rules and CEA regulations.
- Preparation of Tender documents as per CPWD procedure, GEM procurement and GFR.
- Coordination with other Govt agencies like electricity board (BESCOM/KPTCL), PESO, CEA and IOCL
- Attending day to today helpdesk request raised by users.

Technical Assistant (Instrumentation- Post code-09/22)

- 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, CO₂/ 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 (HVAC) - Post code-10/22)

- 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-11/22)

- 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.,.

Lab Technician (Post code-12/22)

- Preparation of cell culture reagents and common buffers to meet the demands of multiple concurrent projects
- Performance of basic laboratory protocol studies, including basic calculations and data analysis. the preparation of media and basic, routine testing of mammalian cell lines. Accurate and reliable record keeping including database management, batch records, notebooks.
- Washing and sterilization of laboratory glassware, tools, and reagents for the cell culture laboratory.

- Provide technical support and assistance for experimental research activities when requested.
- Performance of general laboratory tasks, including maintenance of equipment, inventory, and ordering.
- Responsible maintaining the records of common cell lines.
- Follow Standard Operating Procedures and adhere to all safety and institute policies.
- Maintains laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies for the commonly used items in the common cell culture/fly laboratory.
- Responsible for monitoring quality of the fly media prepared by Laboratory kitchen staff.
- Experience using basic laboratory equipment and carrying our routine laboratory tasks
- Training of students and other staff in the use of cell culture facilities and compliance with safety regulations.
- Carry out housekeeping and equipment checks as appropriate to ensure that laboratory compliance is maintained at all time
- Knowledge of safe laboratory procedures & perform all other related duties as assigned.

Clerk Post Code – 18/22 The incumbent is required to work in the Administration/Finance and Accounts/Purchase Division of inStem.

Compensation/Pay Details: The post carries 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 National Pension System (NPS).

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

Post Code	Name of the Post	Educational qualification & Experience requirements
05/22	Senior Engineer (Level -13)	<p>Essential Qualification & Experience BE/B-Tech in relevant field with minimum 15 years of experience in execution/maintenance of electrical installations/civil works/computational clusters in research establishment</p> <p>Desirable Qualification: 60 % marks in aggregate/Post Graduation</p> <p>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:</p> <p>(a) Holding analogues 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 and regular service experience prescribed for direct recruits.</p>

06/22 & 07/22	Engineer (Level -11)	<p>Essential Qualification & Experience BE/B-Tech in relevant field with minimum 8-10 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out</p> <p>Desirable Qualification: 60 % marks in aggregate/Post Graduation</p> <p>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:</p> <p>(a) Holding analogues 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 and regular service experience prescribed for direct recruits</p>
08/22	Senior Technical Officer (Level-9)	<p>Essential Qualification & Experience: BE/B-Tech in relevant field with minimum 5 years' experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out</p> <p>Desirable Qualification: 60% marks in aggregate/Post-Graduation</p> <p>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:</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 and regular service experience prescribed for direct recruits.</p>
09/22, 10/22 & 11/22	Technical Assistant (Level-6)	<p>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</p> <p>Desirable Qualification: 60% marks in aggregate.</p>
12/22	Lab Technician (Level - 4)	<p>Essential Qualification & Experience: Science graduate or Diploma in Lab Technician with minimum experience of 2 years in reputed institution preferably Research establishment.</p> <p>Desirable Qualification: 60% marks in aggregate.</p>
18/22	Clerk (Level -3)	<p>Essential Qualification & Experience Graduate in any discipline and knowledge of use of personal computers and its applications.</p> <p>Desirable: 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</p>

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

Sl.	Age	Post code
1	50 years for direct recruitment/ Not exceeding 56 years for deputation	05/22
2	40 years for direct recruitment/ Not exceeding 56 years for deputation	06/22, 07/22 & 08/22
3	35 years for direct recruitment	09/22,10/22& 11/22
4	30 years for direct recruitment	12/22 & 18/22

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 on 28.02.2020

Reservation/Relaxation Benefits: Reservation/relaxation benefits regarding age, minimum qualifying criteria etc. are applicable to the OBC & SC 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) Persons with Benchmarks 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 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/skill test.

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 both Deputation and Direct Recruitment posts.

Application Fee (Only Online):

Level of Pay	Description	Fee
Pay Level 10 & Above	Unreserved & OBC candidates	₹ 500/-
Pay Level 9 & below	Unreserved & OBC candidates	₹ 200/-
Bank/ Transaction Charges are to be borne by the candidate		

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 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 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>

Selection Process: The selection process will consist of:

- i. Tier-I (Computer Based Test/Preliminary interview); and
- ii. Tier-II (Interview/Trade/Skill Test, Wherever applicable)

For the Post codes 09/22, 10/22 ,11/22, 12/22 & 18/22(Technical Assistant, Lab Technician & Clerk) the selection process will be through Written and Skill Test.

For the Post codes 05/22 ,06/22, 07/22 & 08/22 (Senior Engineer, Engineer & Senior Technical Officer), the selection process will be through two stage interview or through Written Test & Interview.

The Tier -I (Computer Based Test) will consist of Objective Multiple-Choice Questions (MCQs)/Descriptive questions. The Score of Tier-I (Written Test) may be normalized as per requirement. Tier-II (Trade/Skill Test) wherever applicable, will be qualifying in nature. The merit list would be based on the scores obtained in the Computer Based Test. The Syllabus for the computer-based test would be published on the website of the institute (www.instem.res.in). In case of none of the candidate qualifies with minimum cut off marks, the recruitment will be cancelled.

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/Interview 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 on 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/interview/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 Computer Based Test/interview/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)	25.06.2022
Publishing of Advertisement in Local/National News papers	25.06.2022
Publishing of Advertisement on website	31.05.2022
Last date for receipt of online application	15.07.2022

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 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 a probation period of 2 years for all the posts
2. An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained.
3. Candidates must ensure that he/she fulfils the eligibility criteria as stipulated in the advertisement prior to filling 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. The decision of the inStem in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
10. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the institute through e-mail only. Written Test/Interview/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.

11. 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, Email ID etc. will be considered as 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. Institute will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to inStem Adv. No. inStem/04/2022. If it is found at later date that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
12. The institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason and also to fill or not to fill any or all the posts advertised. The institute also reserves the right to increase / decrease the number of the post so advertised.
13. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be paid (as applicable)
14. The candidates who have submitted experience certificates from PSU/Autonomous bodies and their pay scales are different, it is their responsibility to submit equivalent certificate for consideration of their experience. Otherwise, that experience may not be considered.
15. The institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
16. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, inStem in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual.
18. It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.
19. Qualification and experience in the relevant field alone will be considered and preference will be given to experience in Central Government/Autonomous Institutes/CPSEs
20. The experience claimed must be supported by legitimate documents for candidates in Central Government/Autonomous Institutes/CPSEs and in case of candidates working in the private sector/contract he/she shall be drawing equivalent TME (Total Monthly Emoluments) to be considered for similar level of experience. The proof regarding this needs to be furnished along with the application.
21. The posts where deputation is applicable, the candidates needs to apply through proper channel, having permission of their parent organisation. However, they may fill the online application as advance copy.

22. For the positions in Pay Level 13, 11 & 9, the candidates applying for direct recruitment must have equivalent experience of one grade lower/holding analogous post as required for deputation or had drawn equivalent TME (Total Monthly Emoluments)
23. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
24. Selected candidates may be posted and transferred anywhere in India as per the requirement of the institute.
25. 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 is found to be false at a later stage.
26. Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. Admission /Interview/Skill Test letters, etc. Candidates may check e-mails/SMS regularly.
27. 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.
28. 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.
29. 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.
30. No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

Contact Us:

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