

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/09/2021

The Institute for Stem Cell Science and Regenerative Medicine (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 the post of Registrar/Chief Administrative Officer on deputation basis, initially for the year 2021-22 which is extendable for a period of two more years depending upon the performance and approval by the Administrative Ministry. The incumbent will be assigned the responsibilities of Head (Admin & Finance), reporting directly to Director.

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 PayMatrix (as per 7th CPC)	No. of Post (s)	Category
1	09/2021	Registrar/Chief Administrative Officer	Pay Level-13	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: Registrar/Chief Administrative Officer

The function of the position is of senior level support 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 responsible for running a proactive responsive Administrative system based on the policy guidelines set up by the inStem Governing Council. The candidate should have proven ability of co-coordinating and leading a team of officers from various wings e.g. Administration, Finance & Accounts, Purchase & stores, hospitality & security of large academic or R &D institution and familiarity with Govt. institutions & General Financial Rules.

Responsibilities include correspondence with Ministry/Department, agreements and dispute resolution, supervision of functional performance, management of contracts for outsourced services, handling matters relating to personnel management, patents & IPR, and liaison with DBT and other government and non-governmental organizations.

Compensation / Pay Details:

The post carries the Pay Level 13 (Basic Pay of ₹ 1,23,100/- 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.

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

POST CODE	POST NAME	EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS
09/2021	Registrar/Chief Administrative Officer (Pay Level 13)	<p>Essential: Graduate/Post graduate or CA/ICWA/CS/SAS with experience of 15 years of which at least 4 years should be as the Head or Dy. Head of Administration/Finance in a similar organization/Govt/large industry and should have experience in Administration/Establishment/Accounts/Finance at the institutional level.</p> <p>Desirable: Degree in Law, knowledge of use of personal computer and its applications and/or relevant experience of 10 years in reputed academic Institutions/R&D Centers.</p> <p>Experience: Officials of the Central Government, State Governments, Central/State Government Universities/Autonomous Institutions, Public Sector Undertakings, subject to fulfillment of the following conditions:</p> <p>(a) Holding analogues post on regular basis in the parent cadre or having completed 5 years in Pay Level 12 and</p> <p>(b) Possessing the educational qualifications and regular service experience prescribed for direct recruits (as above).</p>

Age limit: Not exceeding 56 years

Nationality: Candidate must be the citizen of India

Procedure to apply: Application should be routed through proper channel and explicit consent for deputation from the parent department for participation in the recruitment process.

Eligibility Criteria: All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. **10th October 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 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>

Important Dates:

Publishing of Advertisement in Employment News (E -Edition)	18.09.2021
Publishing of Advertisement in Local/National News papers	18.09.2021
Publishing of Advertisement on website	02.09.2021
Last date for receipt of online application	10.10.2021

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/>

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
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Women candidates fulfilling the eligibility conditions are encouraged to apply