

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/04/2022

The Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem) an autonomous institute of the Department of Biotechnology, Govt of India, is looking to appoint a Meetings Office Executive for its Meetings and Workshops Office on Contract basis.

Position: Meetings Office Executive - One (1)

Essential Qualifications:

- Graduate (preferably in Life Sciences) from a recognized university
- Familiarity with electronic communications
- Familiarity with online productivity tools and use of personal computers and productivity software
- Demonstrated ability to work as part of a team.

Desirable:

- Diploma in Management or research degree.
- Experience in events management and organising scientific meetings.
- Experience in obtaining necessary permissions form Government agencies for holding publicly funded meetings
- Ability to draft budgets for international meetings would be an advantage

Job Responsibilities: The incumbent will be part of a small team that coordinates meetings and workshops for the Bangalore Life Science Cluster campus but must be able to work independently. They will oversee and manage the logistics pertaining to holding of meetings, workshops, symposia etc. They are expected to assist faculty and campus leadership with organizing meetings and seeking extramural funds to underwrite the event.

Responsibilities include but are not limited to, correspondence with visitors for visits and coordination of travel, preparation of itinerary of meetings, follow up with outside agencies (as needed) for conducting programmes, coordinate accommodation and meals for participants for meetings and workshops, coordinate travel documents and permits and work closely with local organizers as well as the preparation of draft budgets and expenditure statements. Coordinate publicity with the communications office.

Good communication and interpersonal skills, ability to establish work plans and meet deadlines, and ability to work independently and with multiple sections in administration and allied services is essential.

Remuneration/Salary: Consolidated pay commensurate with qualification and experience.

Tenure: This is a contractual appointment for initial period of one (1) year, with the possibility of renewal for a second year based on annual review. The Contract can be terminated from both sides with a notice period of one month. Accommodation is not provided.

Selection Process: Candidates will be required to submit material for review if shortlisted for a personal interview. The selected candidates are expected to join in the shortest possible time once an offer is made. The institute reserves the right to relax qualifications at its discretion.

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

Application Fee: Nil

Age: Preferably below 45 years as on last date of advertisement.

The Last date for receipt of ONLINE applications: 31st March 2022

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 they fulfil 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