

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/11/2021

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 posts of Management Assistant in administrative cadre 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	Specialization	Level in Pay Matrix (as per 7 th CPC)	Vacancy details				
					SC	ST	OBC	UR	Total
1	11/21	Management Assistant	Admin/Accounts /Purchase/ Hospitality & Services	L-7	-	-	1	2	3

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 posts:

Management Assistant: He/she works under the supervision of Section Officer/Branch officer and is responsible for the operational tasks entrusted to him. Management Assistant is to carry out the tasks with due diligence for its effective and timely disposal. S/he will closely work with and supervise the work assigned to the staff members. The functional requirements vary from section to section and is largely dependent upon the nature of activities and processes of the section. The Management Assistant will assist the Senior Officers in the functional areas of Administration/Academics/Accounts/Purchase/Hospitality services. He may be asked to lead the section in the absence of Section Officer/Branch Officer.

Compensation / Pay Details: The post carries the as mentioned above 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
11/21	Management Assistant Pay level-7	<p>Essential Qualification: Graduate/PG Diploma in Financial Management/Materials Management/Personnel Management with minimum 5 years' experience in the Accounting/ Finance/Admin/ Purchase/ Establishment/Hospitality etc., in a similarly placed institution/large industry/institution. Knowledge of Tally ERP or similar package is essential. Out of the total experience at least at 3 years should be at a supervisory capacity.</p> <p>Experience for Deputation: Officials of the Central govt./State Govt./Autonomous Institutions, Public Sector Undertakings subject to fulfillment of the following conditions: (a) Holding analogous post on regular basis in the parent cadre or with 5 years' experience in one grade lower and (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 are willing to work in a competitive environment with full enthusiasm and dedication. There is a 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** (Admin/Accounts/Purchase/ Hospitality & Services) alone will be considered. Preference will be given to experience in Central Government/Autonomous Institutes/CPSEs.

(iv) The supervisory level experience 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 supervisory experience. The proof regarding this needs to be furnished along with the application.

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

Age Limit
Management Assistant: Not exceeding 35 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. **05th December 2021**

Application Fee (only online):

Unreserved & OBC candidates	₹ 200/-
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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. The candidates are requested to verify their eligibility prior to applying.** 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>

Candidates are requested to enter the reference number of the payment made in the appropriate field in their online application.

Important Dates:

Publishing of Advertisement in Employment News (E -Edition)	20.11.2021
Publishing of Advertisement in Local/National News papers	20.11.2021
Publishing of Advertisement on website	31.10.2021
Last date for receipt of online application	05.12.2021

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 prior to filling the application.
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.

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

Further updates/information related to this recruitment exercise shall only be made available on the Institute's website.

Contact Us:

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Women candidates fulfilling the eligibility conditions are encouraged to apply