

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/01/2022

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 Secretarial Assistant to Director on short-term Contract Basis (Unreserved).

Position: Secretarial Assistant- One (1)

Essential Qualifications:

- Graduate/Post Graduate with consistently good academic record
- Fluency in English speaking and writing skills
- Good communication skills
- Familiarity with Computers/ Word processing Software/ Office Automation
- Record Keeping / filing.

Desirable:

- Ability to draft routine letters/notes independently
- One - two years' experience in similar position
- Fluency in Kannada

Job Responsibilities:

- Taking dictation and typing letters
- Handling incoming and outgoing mails (Electronic and paper based)
- Attending telephones and assisting visitors, Managing & Maintaining appointments
- Managing information with utmost confidentiality.
- Travel scheduling/booking and organizing logistics.
- Managing calendar/appointments of Director
- Organizing functions such as filing, stationary, office maintenance, tour claims etc for Director's Office.
- Organizing meeting and events etc.
- Liaise with campus and outside community in organising interviews, meetings, etc
- Preparing various reports for and other routine office work.

Salary: Commensurate with experience.

Tenure: This is a contractual appointment for one year, renewable based on review of progress. The Contract can be terminated from both sides with a notice period of one month.

Selection Process: Candidates will be required to submit material for review if shortlisted for a personal interview.

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 35 years as on last date of advertisement. Age relaxation will be considered for candidates with higher experience.

The Last date for receipt of ONLINE applications: 18th February 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 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