

**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/06/2022**

The Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem, [www.instem.res.in](http://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 position of Section Officer in 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 <sup>th</sup> CPC)	Category				
					SC	ST	OBC	UR	Total
1	19/22	Section Officer	Administration/ Accounts/Purchase	L-8	-	-	1	-	1

**About the Posts**

The Section Officer is in-charge of day to day activities of the concerned section. S/he will perform all round duties as delegated by the Branch officers. The responsibilities include but not limited to distribution of work among the staff as evenly as possible; training; advising the staff; management, co-ordination and execution of work; handling correspondence, preparing draft and put up notes, preparing summaries, manage the relevant record and data of the Institute, prepare replies to various correspondences, communicate with other sections/ departments. Section officer is expected to perform duties in any of the Administrative sections.

**Compensation/Pay Details:** The post carries the Pay Level-8(₹ 47,600/-) in the pay structure of 7<sup>th</sup> 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
19/22	Section Officer (Level -8)	<p>Graduate/PG Diploma in Financial Management/Materials Management/Personnel Management with minimum 7 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 4 years should be at a supervisory capacity</p> <p><b>Experience for Deputation:</b>            Officials of the Central govt./State Govt./Autonomous Institutions, Public Sector Undertakings subject to fulfilment 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>

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

Age
35 years for direct recruitment/ Not exceeding 45 years for deputation

Age Relaxation for OBC candidates (03 years) 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 candidates applying against the vacancy earmarked for them, in accordance with the extant Govt. of India instructions/ orders/ circulars.

1) 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 DBT-inStem, else their claim for any relaxation/ concession etc. will not be considered.

(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 Fee (Only Online):**

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 (Written Test); and
- ii. Tier-II (Interview)

The merit list would be based on the scores obtained in Tier -I (Written Test) & Tier-II (Interview), having 70 % and 30% weightage respectively. The Syllabus for the written test would be published on the website of the institute ([www.instem.res.in](http://www.instem.res.in)). In case of none of the candidates qualifies with minimum cut off mark of 55% combining both stages, the recruitment will be cancelled.

In cases, where more than one candidate secures equal aggregate marks, these tie cases will be resolved by applying the 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](http://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 Written Test/interview. 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.

<b>Important Dates:</b>	
Publishing of Advertisement in Employment News (E -Edition)	24.09.2022
Publishing of Advertisement in Local/National News papers	24.09.2022
Publishing of Advertisement on website	10.09.2022
Last date for receipt of online application	10.10.2022

**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 the post.

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. 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 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.
10. 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 DBT-inStem Adv. No. inStem/06/2022. 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.
11. The institute reserves the right to withdraw any advertised post at any time without assigning any reason and also to fill or not to fill the posts advertised. The institute also reserves the right to increase / decrease the number of the post so advertised.
12. 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.
13. The institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
14. 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.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, DBT-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.

16. It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.
17. Qualification and experience in the relevant field alone will be considered and preference will be given to experience in Central Government/Autonomous Institutes/CPSEs
18. 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.
19. 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.
20. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
21. Selected candidates may be posted and transferred anywhere in India as per the requirement of the institute.
22. DBT-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.
23. 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.
24. 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.
25. 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.
26. 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: <a href="http://www.instem.res.in">www.instem.res.in</a> Phone: 080-23666001
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**Women candidates fulfilling the eligibility conditions are encouraged to apply**