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/07/2022

The Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem, www.instem.res.in), an Autonomous Institute under Department of Biotechnology, Ministry of Science and Technology, Government of India, invites online applications from eligible and interested candidates for filling up the following positions in Technical Cadre on Direct Recruitment failing which by Deputation/Absorption.

Sl. No.	Post Code	Name of the Post	Specialization	Level in Pay Matrix (as per 7th CPC)	Category				
					SC	ST	OBC	UR	Total
1	20/22	Technical Officer -II	MGEF Facility	L-8	-	-	-	1	1
2	21/22	Technical Assistant	IT (Web Developer)	L-6	-	-	1	-	1
3	22/22	Engineer	Civil	L-11	-	-	1	-	1

About the Posts –
An indicative list of the work areas of the incumbent is given below (they are not exhaustive and new areas may be added later):

Technical Officer -II (Mouse Genome Engineering Facility)-Post Code -20/22

The Technical Officer -II is involved in the day-to-day activities of the MGEF Facility as per the direction of the facility head. S/he will perform all round duties as delegated by the Head of the Department. The responsibilities include but not limited:

- Coordinate and participate in the daily operations of the MGEF transgenic and cryopreservation services
- Perform pronuclear microinjection, blastocyst injections, embryo transfers and survival surgeries
- Electroporation of CRISPR gene editing reagents into 1- or 2-cell mouse embryos
- Cell culture and injection of gene-targeted mouse ES cells to produce mouse germline chimeras for the establishment of novel mouse lines
- Sperm collection and cryopreservation, Embryo collection and cryopreservation, Fertilization, recovery of mouse sperm and/or embryos
- Cryo recovery of sperm and In Vitro fertilization
- Embryo transfer live surgeries.
- IVF rederivation of novel mouse lines imported into MGEF facility
- Animal husbandry and Colony management, post-surgical animal monitoring and care
- Accurate recording keeping as per Standard Operative Procedures
- Data management of client's project, Communicating project status and results with clients.
- Colony management, post-surgical animal monitoring and care
- Handling of laboratory mice/rats, transgenic/knock out techniques and technologies. Excellent organization, record keeping, and communication skills.

Technical Assistant (IT-Web Developer)- Post code-21/22-OBC

- Development and maintenance of Drupal/PHP based websites on LINUX web servers.
- Installation and configuration of open source applications on LINUX servers.
- Develop web based analytical tools for monitoring the resources.
- Develop and deploy new technologies to improve the computing infrastructure of the campus.
- Writing automation scripts using bash, python or PHP scripts
- Providing user support for technical issues, code optimization, data management, etc.
- Active involvement in the expansion of the facilities and the associated infrastructure, expected in the near future.
- Backup and restoration of server data
- Providing a suitable configuration to the user using the knowledge of new technology offered in the market
- Functioning with adequate knowledge of rules and regulations of GOI for purchase, accounts etc
- Co-ordinating with other departments for smooth running of the systems including external vendors, ISP etc
- Monitoring and maintaining the computer systems and network
- Monitoring daily logs, taking backups and taking necessary precautions accordingly.
- Installation of hardware components, configuring servers including virtualization
- Content Management including installation and configuration and updating content

Engineer (Civil)-Post Code -22/22-OBC

- Overall in-charge of civil engineering section of the institute
- Design, planning, and oversee campus construction activities of campus civil engineering infrastructure, landscape, water and sewage treatment system ,public-health engineering system, firefighting system etc.
- Formulating appropriate maintenance strategies, work specifications, etc,.
- Knowledge of civil engineering works life-cycle, CPWD/GFR work procedures, contract administration, building codes, PCB norms, statutory compliances etc.
- Coordination with other departments, organisations, vendors for effective execution of works and liasioning with external institutions / local corporation etc.
- Knowledge of AutoCAD, project scheduling tools, basic software packages

Compensation/Pay Details: The post carries the Pay Levels as mentioned against each in the pay structure of 7th 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 posts are as under:

Post Code	Name of the Post	Educational qualification & Experience requirements
		BE/B-Tech (in any biological sciences) with minimum 2-4 years' experience preferably in research establishment **Desirable Qualification**: 60% marks in aggregate/Post-Graduation

20/22	Technical Officer-II (MGEF Facility) (Level -8)	**Experience for Deputation**: Officials of the Central Government, State Governments, Central/State Government Universities/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 and regular service experience prescribed for direct recruits.
21/22	Technical Assistant IT (Web Developer) (Level -6)	**Essential Qualification & Experience**: BE/B-Tech with minimum 1-2 years' experience in Engineering and 1-2 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out **Desirable Qualification:** 60% marks in aggregate.
22/22	Engineer (Civil) (Level -11)	**Essential Qualification & Experience** BE/B-Tech in relevant field with minimum 8-10 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out **Desirable Qualification**: 60 % marks in aggregate/Post Graduation **Experience for Deputation:** Officials of the Central Government, State Governments, Central/State Government Universities/Autonomous Institutions, Public Sector Undertakings, subject to fulfilment of the following conditions: (a) Holding analogues post on regular basis in the parent cadre or with 5 years' experience in one grade lower and (b) Possessing the educational qualifications and regular service experience prescribed for direct recruits

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

Age	Post Code
35 years for direct recruitment/ Not exceeding 56 years for deputation	Technical Officer-II (MGEF facility)-20/22
35+3 years for direct recruitment	Technical Assistant IT (Web Developer)-21/22
40+3 years for direct recruitment/ Not exceeding 56 years for deputation	Engineer (Civil)-22/22

Age Relaxation for the reserved category candidates against the reserved vacancies 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(NCL)/OBC(PWD) candidates applying against the vacancy earmarked for them, in accordance with the extant Govt. of India instructions/ orders/ circulars.

1) All candidates applying against unreserved (UR) vacancy will be treated as General candidates.

2) 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 and their application will be treated under Unreserved (UR) category.

(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):

UR & OBC Candidates	₹ 354/- (₹300/- plus 18% GST)	For post code 20/22 & 21/22
	₹ 885/- (₹750/- plus 18% GST)	For post code 22/22
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)/Skill Test

The merit list would be based on the scores obtained in Tier -I (Written Test) & Tier-II (Interview), having 70 % and 30% weightage respectively in case of Technical Officer-II (post code -20/22) whereas for Technical Assistant (IT-Web Developer) selection process will be through Tier -I (Written Test) & Tier-II (Skill Test-qualifying in nature). The selection for the post of Engineer (Civil) (post code-22/22) will be based on interview or two stage interviews. The Syllabus for the written test (where applicable) would be published on the website of the institute (www.instem.res.in).

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) 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/Skill test. 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.

Important Dates:	Publishing of Advertisement in Employment News (E -Edition)	**31.12.2022**
	Publishing of Advertisement in Local/National News papers	**31.12.2022**
	Publishing of Advertisement on website	**16.12.2022**
	Last date for receipt of online application	**15.01.2023**

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 posts.
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/Skill Test 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, E-mail 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 Advt. No. inStem/07/2022. 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.

27. DBT-inStem will retain data available in online applications received from candidates only for a limited period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate.

28. For the position in Pay Level 11 {Engineer (Civil), post code -22/22) the candidates applying for direct recruitment also must have equivalent experience of 05 years in one grade lower/holding analogous post as required for deputation or had drawn equivalent TME (Total Monthly Emoluments).

29. The candidates are advised/ required to visit the institute website www.instem.res.in regularly. The list of candidates short listed for further participation in the selection process such as Written Test/interview/Skill Test etc. will be displayed on the above website. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for Written Test/interview/Skill Test

Contact Us:

Institute for Stem Cell Science and Regenerative Medicine GKVK Post, Bellary Road, Bangalore – 560065	Website: www.instem.res.in Phone: 080-23666385

Women candidates fulfilling the eligibility conditions are encouraged to apply