

**Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem)**  
**(An Autonomous Institute of the Department of Biotechnology,**  
**Ministry of Science & Technology, Government of India)**  
**GKVK Campus, Bellary Road, Bangalore-560065**

**Advertisement No. inStem/03/2023**

The Institute for Stem Cell Science and Regenerative Medicine (inStem, www.instem.res.in), an Autonomous Institute of the Department of Biotechnology, Government of India, invites online applications from eligible and interested candidates for the post of Registrar/Chief Administrative Officer on **deputation basis**, initially for the period up to 23.03.2024 which is extendable for a period of two more years depending upon the performance and requirement of the institute. The incumbent will be assigned the responsibilities of Head (Administration & Finance), reporting directly to Director.

**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	Level in PayMatrix (as per 7 <sup>th</sup> CPC)	No. of Post (s)
1	04/2023	Registrar/Chief Administrative Officer (On Deputation)	Pay Level-13	1

**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 post: Registrar/Chief Administrative Officer**

The function of the position is of senior level support reporting to the Director of the Institute. It is essential that the incumbent is a well-organized individual with excellent communication and multi-tasking skills who thrives on diversity in an evolving professional environment. The incumbent shall be responsible for running a proactive responsive Administrative system based on the policy guidelines set up by the inStem Governing Council. The candidate should have proven ability to coordinate and lead a team of officers from various wings e.g. Administration, Finance & Accounts, Purchase & stores, hospitality & security of large academic or R &D institutions and have familiarity with Govt. Procedures & Rules including Financial Rules.

Responsibilities include correspondence with the Ministry/Department, agreements and dispute resolution, supervision of functional performance, management of contracts for outsourced services, handling matters relating to personnel management, patents & IPR, and liaison with DBT and other government and non-governmental organizations.

**Compensation / Pay Details:** The terms of deputation including pay of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's Office Memorandum No.6/8/2009-Estt. (Pay II) dated 17th June, 2010 and other orders/guidelines issued in this regard from time to time

**Eligibility Criteria:** Essential Educational Qualifications and Experience required for the post is under:

POST CODE	POST NAME	EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS
04/2023	Registrar/Chief Administrative Officer (Pay Level 13)	<p><b>Essential:</b> Post Graduate Degree or Diploma in HR/Finance or CA/CMA/CS/SAS having 5/10 years' experience in Administration/Establishment/Accounts/Finance in Pay Level 12/11 of 7<sup>th</sup> CPC in Central/State Government, Central /State Government University/Autonomous Institute/PSU or 15 years of relevant senior supervisory experience in large industry/company/organization of repute.</p> <p><b>Desirable:</b> Degree in Law, knowledge of use of personal computer and its applications.</p> <p><b>Experience:</b> 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 10/5 years' experience in Pay Level 11/12 of 7<sup>th</sup> CPC and            (b) Possessing the educational qualifications prescribed for direct recruits (as above).</p>

Age Limits
<b>Registrar/Chief Administrative Officer – Post Code-04/2023</b>
Not exceeding 56 years

**Nationality:** Indian Nationals only

**Eligibility Criteria:** All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. -----

**Application Fee (Only Online):**

UR and OBC candidates	₹ 885/- (₹750/- plus 18% GST)
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 Women and Divyangjan (PwD) category of any community are exempted from Application Fees. Supporting certificate should be uploaded for PwD candidates.

**Payment of application fee:** Other than for 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>

**Important Dates:**

Publishing of Advertisement in Employment News (E -Edition)	<b>25.02.2023</b>
Publishing of Advertisement in Local/National News papers	<b>25.02.2023</b>
Publishing of Advertisement on website	<b>10.02.2023</b>
Last date for receipt of online application	<b>15.03.2023</b>
Last date of receipt of hard copies of application with relevant enclosures	<b>22.03.2023</b>

**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/> )

The hard copy of online application duly certified by the employer and accompanied by under mentioned documents should be sent by post to the below address superscribing “**Application for the post of Registrar/Chief Administrative Officer**” on the envelope not later than **22<sup>nd</sup> March 2023** failing which the online application will not be considered.

**The Administrative Officer**  
**Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem)**  
**GKVK Post, Bellary Road, Bangalore-560065**

1. Self-attested copies of relevant education qualification (Matriculation/SSC, Degree Certificates, Mark sheets etc.)
2. No Objection Certificate (NOC) from the current employer concerned with experience certificates clearly mentioning the duration of employment (date, month and year) indicating basic pay, grade pay/Pay Matrix level. The Certificate should also mention the nature of duties performed/experience obtained in the post(s) with duration (**Annexure I**).
3. Annual Confidential Reports/APARs for the last 5 Years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.
4. Vigilance Clearance Certificate & Integrity Certificate. (**Annexure I**)
5. Photo Identity Card (Aadhar, Voter ID, Driving license, Passport etc.)
6. Application fees details (If applicable)

**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 be willing to work in a competitive environment with full enthusiasm and dedication.
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 in their correct and active e-mail addresses in the online application as all correspondence will be made by the institute through e-mail only. 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 incorrect and incomplete details in the application or omission to DBT-inStem Advt. No. inStem/03/2023. If it is found at a later date that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
11. The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection.
12. 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.
13. It may be noted that candidature will remain provisional till the veracity of the concerned documents is verified by the Appointing Authority. Only those qualifications and experience that are relevant to the field of research at DBT-inStem will be considered.
14. Selected candidates may be posted and transferred anywhere in India as per the requirement of the institute.
15. 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.
16. 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.

**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: 080-23666385
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**Women candidates fulfilling the eligibility conditions are encouraged to apply**

**Certification by the Employer/ Cadre Controlling Authority**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/contemplated against Smt./Shri

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ii) His/ Her integrity is certified.

iii) His/ Her Annual Confidential Reports/APARs in original are enclosed/photocopies of the Annual Confidential Reports/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**