

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

**Advertisement No. inStem/04/2023**

The Institute for Stem Cell Science and Regenerative Medicine (DBT-inStem, [www.instem.res.in](http://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 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	05/23	Technical Officer -I	HVAC	L-7	-	-	1	-	1
2	06/23		Lab Support	L-7	-	-	-	1	1
3	07/23	Lab Technician	Laboratory	L-4	-	-	-	1	1
4	08/23	Clerk	Administration/ Accounts/Purchase	L-3	-	-	-	1	1
<b>Total</b>									<b>4</b>

**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 -I (HVAC)-Post Code -05/23-OBC (Direct Recruitment failing which by Deputation/Absorption)**

- Operation and maintenance of MCC power panels, motors, VFDs, actuators, valves, BMS system including DDC controllers, field devices, signalling & control system etc.
- Troubleshooting of electrical, BMS & control system. Operation and maintenance of HVAC systems of containment facilities, Animal facilities, clean rooms, data centres. Planning and procurement of maintenance spares and their storage/management.
- AMC contract management for these systems.

**Technical Officer -I (Lab Support)-Post Code -06/23-UR (Direct Recruitment failing which by Deputation/Absorption)**

- Supervising routine jobs carried out by laboratory assistants daily to ensure that quality is maintained
- Monitoring quality of media prepared by laboratory kitchen staff
- Monitoring sterilized items and all other duties performed by the laboratory kitchen to ensure that quality is maintained
- Responsible for safe collection, storage and disposal of laboratory wastes (Biomedical wastes)
- Maintaining laboratory equipment through SOPs, periodical maintenance
- Maintaining laboratory supplies inventory
- Assisting new PIs in setting up laboratory

- Formulation of policy for various activities in the laboratory in consultation with other members of the group
- Ensuring the provision and maintaining in functional working order all appropriate personal protective equipment (PPE)
- Assisting Senior Laboratory Manager in maintaining all functions related to the Laboratory operations
- Co-ordination with technical team for attending to the general maintenance and repair works in the laboratories

**Lab Technician (Post Code-07/23) (Direct Recruitment Only)**

- Preparation of cell culture reagents and common buffers to meet the demands of multiple concurrent Projects
- Performance of basic laboratory protocol studies, including basic calculations and data analysis.
- The preparation of media and basic, routine testing of mammalian cell lines. Accurate and reliable record keeping including database management, batch records, notebooks.
- Washing and sterilization of laboratory glassware, tools, and reagents for the cell culture laboratory.
- Providing technical support and assistance for experimental research activities when requested.
- Performance of general laboratory tasks, including maintenance of equipment, inventory, and ordering.
- Responsible for maintaining the records of common cell lines.
- Following Standard Operating Procedures and adhere to all safety and institute policies.
- Maintains laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies for the commonly used items in the common cell culture/fly laboratory.
- Responsible for monitoring the quality of the fly media prepared by Laboratory kitchen staff.
- Experience using basic laboratory equipment and carrying out routine laboratory tasks
- Training of students and other staff in the use of cell culture facilities and compliance with safety regulations. Carry out housekeeping and equipment checks as appropriate to ensure that laboratory compliance is maintained at all time
- Knowledge of safe laboratory procedures & perform all other related duties as assigned.

**Clerk (Post Code – 08/23) (Direct Recruitment Only)** - The incumbent is required to work in the Administration/Finance and Accounts/Purchase Division of DBT-inStem.

**Compensation/Pay Details:** The post carries the Pay Levels as mentioned against each 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 posts are as under:

Post Code	Name of the Post	Educational Qualification & Experience requirements
05/23 & 06/23	Technical Officer-I	BE/B-Tech (in relevant field) with minimum 1-2 years' experience preferably in research establishment OR 3-year Diploma in Engineering with 5 years of experience in maintenance of large installation for institutes/industry where the Research & Scientific work is carried out. <b>Desirable Qualification:</b> 60% marks in aggregate <b>Experience for Deputation:</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 5 years' experience in one grade lower and (b) Possessing the educational qualifications and regular service experience prescribed for direct recruits.
07/23	Lab Technician	<b>Essential Qualification &amp; Experience:</b> Science graduate or Diploma in Lab Technician with minimum experience of 2 years in reputed institution preferably Research establishment. <b>Desirable Qualification:</b> 60% marks in aggregate.
08/23	Clerk	<b>Essential Qualification &amp; Experience</b> Graduate in any discipline and knowledge of use of personal computers and its applications. <b>Desirable:</b> 3 years of experience in computerized/networked environment in the areas of Administration/Accounts/Purchase in a similar set up in a reputed academic and/or research environment

**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+3 years for direct recruitment/ Not exceeding 56 years for deputation	Technical Officer-I (HVAC)-Post Code -05/23
35 years for direct recruitment/ Not exceeding 56 years for deputation	Technical Officer-I (Lab Support)-06/23
30 years for direct recruitment	Lab Technician (07/23) and Clerk (08/23)

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)
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 Fees 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 the link below, the payment reference number is to be mentioned in the online application form [https://www.instem.res.in/jobportal/sites/default/files/users/aoestt/Payment\\_options-new.pdf](https://www.instem.res.in/jobportal/sites/default/files/users/aoestt/Payment_options-new.pdf)

**Selection Process:** The selection process will consist of:

- i. Tier-I (Written Test); and
- ii. Tier-II-Skill Test

The selection process will be through Tier -I (Written Test) & Tier-II (Skill Test- qualifying in nature). The Syllabus for the written test (where applicable) would be published on the website of the institute ([www.instem.res.in](http://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](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/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.

<b>Important Dates:</b>	Publishing of Advertisement in Employment News (E -Edition)	<b>18.03.2023</b>
	Publishing of Advertisement in Local/National News papers	<b>18.03.2023</b>
	Publishing of Advertisement on website	<b>03.03.2023</b>
	Last date for receipt of online application	<b>15.04.2023</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/>)

### **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/04/2023. 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. For deputation, the candidates need to apply through proper channel, after securing the permission of their parent organisation. However, they may fill the online application as an advance copy and submit the hard copy of online application duly certified by the employer and accompanied by under mentioned documents by post to the below address superscribing as “Application for the post of \_\_\_\_\_” on the envelope not later than 30 days from date of publication in the employment newspaper or last date of extension, 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.

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.

5. Photo Identity Card (Aadhar, Voter ID, Driving license, Passport etc.)

6. Application fees details (If applicable).

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 are 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 the recruitment process i.e. the issuance of offer letter to the selected candidate.

28. The candidates are advised/ required to visit the institute website [www.instem.res.in](http://www.instem.res.in) regularly. The list of candidates short listed for further participation in the selection process such as Written Test/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/Skill Test.

29. The individual appointed shall be liable to serve anywhere in India or/and abroad.

#### 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: 080-61948217
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**Women candidates fulfilling the eligibility conditions are encouraged to apply**