



# Institute for Stem Cell Biology and Regenerative Medicine

C/o NCBS, GKVK Post, Bellary Road, Bangalore - 560 065.

Ph : 080- 23666001 / 002, 23666384. Fax : 080-23636662

## Advertisement No. 02/2011

Institute for Stem Cell Biology and Regenerative Medicine (inStem), is an autonomous Institute established by the Department of Biotechnology, Government of India, at Bangalore.

InStem is looking for appointment of a Assistant Purchase Officer at Bangalore. The Assistant Purchase Officer shall be self-driven, highly motivated individuals to work in a pro-active manner and capable of working independently and also a part of the team.

**I Assistant Purchase Officer** – One (1) post (unreserved)

**Scale of Pay:** PB : 2 :Rs. 9300 - Rs.34800 with G.P of Rs.4800 plus allowances as applicable to Central Government employees at Bangalore.

**Age Limit:** Below 35 (Thirty Five) Years. (Relaxation as per Rules)

**Essential Qualification:**

- Degree (Preferably in Commerce) from a recognized University with 60% of Marks.
- Knowledge and use of Personal Computer and its application

**Desirable Qualification:**

- Diploma in Materials Management.

**Experience:**

- Minimum of 5 years experience in Purchase Department of any Reputed Organisation. Experience in any Government/ Autonomous Institute in the Grade Pay of Rs. 4200/4600 in Purchase activities. The Candidate should be conversant with Rules/regulations governing contracts, procurements, negotiations and costing.
- Candidates should be well versed with Local, Foreign Purchases, Import & Export etc and also should have analytical ability and good communication skills (oral & written).

Application in the following format should be submitted in a sealed cover superscribing the post applied for on the envelope and sent to the Officer on Special Duty, inStem, C/o NCBS, GKVK Post, Bellary Road, Bangalore – 560 065, within Fifteen (15) days from the date of Advertisement.

- Full Name.
- Address for Correspondence including Phone, Fax & Email id.
- Permanent Address.
- Nationality.
- Date of Birth.
- Whether belonging to SC/ST/OBC if so, give details.
- Educational Qualifications with Complete details.
- Experience with complete details.
- Scale of Pay and basic salary with details of allowances.
- Names and addresses, Phone, Fax & Email id of two referees.
- Any other relevant information.

Applicants currently working in Government/Semi Government/ Public Sector/Autonomous Organisation **should apply through proper channel**. Only those candidates called for an interview will be informed of the results and no interim correspondence of any kind shall be entertained.

The selected candidate(s) will be initially appointed on probation for a period of One (1) year. The selected candidate(s) shall be required to join immediately.

Those who have already applied in response to our **Advertisement No.01/2011** need not apply again. The same shall be considered along with applications received against this Advertisement.

**Officer on Special Duty, inStem**