

INDIAN STATISTICAL INSTITUTE
203, BARRACKPORE TRUNK ROAD
KOLKATA – 700 108

ADVERTISEMENT

Applications are invited from Indian Nationals for recruitment of following posts required at Kolkata, Delhi, Bangalore, Hyderabad and Giridih.

Sl. No.	Name of the posts	No. of position(s)	No. of vacancy				Vacancy at	Pay Band & Grade Pay and other allowances at Central Government rates
			UR	SC	ST	OBC		
01.	Senior Engineer (Civil)	01	01	----	----	----	Headquarters-01	₹15600-39100 & GP-₹7600
02.	Senior Administrative Officer	04	02	01	----	01	Headquarters-02, Delhi-01, Bangalore-01	₹15600-39100 & GP-₹6600
03.	Administrative Officer	02	----	----	----	02	Giridih-01, Hyderabad-01	₹15600-39100 & GP-₹5400
04.	Associate Scientist 'A' (Archive)	01	----	----	----	01	Headquarters-01	₹9300-34800 & GP-₹4600
05.	Scientific Assistant 'A'	02	02	----	----	----	Headquarters-02	₹9300-34800 & GP-₹4200
06.	Office Assistant 'A'	06	03	----	01	02	Headquarters-03, Delhi-01, Bangalore-01, Hyderabad-01	₹5200-20200 & GP-₹2000
07.	Assistant (Laboratory) 'A'	01	----	----	----	01	Headquarters-01	₹5200-20200 & GP-₹2000

Sl. No.1

Qualification & Experience: A degree in Engineering preferably in Civil, with at least 10 years of experience (out of which at least 5 years should be in the Pay Band of ₹15600-39100 and Grade Pay ₹6600/- or above) in a responsible position in the field of construction and maintenance in Government/Autonomous/Public Sector Undertaking. Must have thorough knowledge of government rules and regulations.

Sl. No.2

Qualification & Experience: A good Bachelor's degree with degree/diploma in management or other equivalent professional qualification. Minimum 10 years of experience in supervisory position in government, public sector undertakings, autonomous organizations or in reputed academic/educational institutions out of which at least 5 years should be in the Pay Band of ₹15600-39100 and Grade Pay ₹5400/- or above. Thorough knowledge in Government rules and regulations is essential. Familiarity with the use of computers in all functional areas of management would be considered as an added qualification.

Sl. No.3

Qualification & Experience: A good Bachelor's degree in any discipline with Diploma in management or equivalent professional qualification. At least 5 years of experience in supervisory level in the Pay Band of ₹9300-34800 and Grade Pay ₹4600/- or above in Government, public sector undertakings, autonomous organisations, reputed academic/research institutions. Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in administration would be considered as an added qualification.

Sl. No.4

Qualification & Experience: (i) A consistently good academic record, with first or high second class or B+ Master's degree/good technological degree or equivalent in Fine Arts. **OR** A Master's degree/technological degree or equivalent in Fine Arts with practical experience of at least three year's duration of research/technical/project work. (ii) Knowledge of Computer Operation and application of software. Knowledge of Computer drafting digital image editing is desirable.

Sl. No.5

Qualification & Experience: A Masters degree (10+2+3+2) in IT or Computer Science/Electronics or equivalent; or Honours degree (10+2+3) in IT/ Computer Science/Electronics or equivalent with at least two years' experience; or a degree (10+2+2) and a diploma of at least one year's duration in IT/Computer Science/Electronics from a recognized institution and two years experience; or a Higher secondary (10+2) certificate and a diploma in IT/Computer Science/Electronics of at least three year's duration from a recognized institution and two years' experience; or other equivalent degree/diploma in IT/Computer Science/Electronics from a recognized institution with adequate experience. Adequate knowledge and working experience in Computer network maintenance, Computer operation & applications, and maintenance of softwares (like UNIX, LINUX, WINDOWS etc.) are necessary.

Sl. No.6

Qualification & Experience: Graduate in any discipline with knowledge of typing (30 w.p.m) and computer operation or Higher Secondary (10+2) or equivalent with knowledge of typing (30 w.p.m), computer operation and 5 years of experience.

Sl. No.7

Qualification & Experience: Higher secondary (10+2) in Science or vocational stream in field survey with one year's training/experience in Geological Laboratory/ Field expedition. Knowledge of computer operation and data entry essential.

AGE: As on 01 March 2014 (a) below 45 years, relaxable in exceptional cases for Srl. No.1, (b) Below **45** years (for Srl. No.2), (c) Preferably Below **40 years** (for Srl. No.3) and (d) Below **35** years (for Srl. No. 4, 5, 6, & 7). **Relaxations:** Upper age limit is relaxable by 5 years for candidates belonging to SC/ST and 3 years for OBC (Non-creamy layer) respectively with respect to posts reserved for them. Relaxation of age to Persons with Disabilities and Ex-serviceman shall be as per Government directives.

OBC (Non-creamy layer) candidates applying for the post reserved for OBC should submit with his/her application a copy of the certificate regarding his/her "OBC status and Non-creamy layer status" issued on or before the closing of the application as per the notice. The certificate submitted should preferably be as per the format given in G.I., D.O.P.T., O.M. No.36033/28/94-Estt. (Res.), dated 2.07.1997. if any of selected candidate, found to have submitted his OBC (Non-creamy layer) certificate in any other format, with the applications, will be required to submit a fresh certificate in the above format, issued by the competent authority, before joining the Institute.

NB: Selected candidates will be posted to anywhere in India where Centres/Offices of the institute are situated.

Applications in prescribed format available in the website www.isical.ac.in/jobs.php should reach the Senior Administrative Officer, Personnel Unit, Indian Statistical Institute, 203 B. T. Road, Kolkata - 700 108 on or before **30 April 2014**. NO APPLICATION WILL BE ENTERTAINED BEYOND THE SCHEDULED DATE. An application if received in any format other than what is specified and without the required documents/testimonials shall be liable for rejection. Post applied for should be superscribed on the top of the envelope. Those who are already employed should forward their applications through proper channel.

Chief Executive (Admin. & Finance)

GENERAL INFORMATION FOR APPLICANTS

- i) Candidates employed in Government/Quasi Government/Public Sector undertakings should forward their applications through proper channel or bring no objection certificate, if called for interview failing which they will not be interviewed nor be paid the TA/DA for attending the same.
- ii) Attested photocopies of documents in respect of qualification, experience and Caste Certificate (for reserved categories only) of the candidate must be submitted.
- iii) Mere fulfilment of minimum qualification and experience requirement for a post does **NOT** entitle the candidate to be called for an interview. The Institute reserves the right to shortlist and restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience. The number and / or level of positions / posts may also vary as per the need of the Institute at the time of recruitment.
- iv) A written test may also be conducted before the interview.
- v) No correspondence will be entertained from the candidates for selection//test/interview/appointment. Canvassing in any form will disqualify a candidate.
- vi) Candidates appointed will be governed by the New Contributory Pension Scheme introduced w. e f. **01.01.2004**.
- vii) Any subsequent amendments/modifications on this matter will be notified in the Institute website only.
- viii) Reservation for SC/ST/OBC and Persons With Disabilities will be as per Govt. rules.
- ix) The Institute reserves the right to fill or not to fill the posts mentioned above without assigning any reason.
- x) TA/DA will be paid for attending the written test/ interview as per rules in force.
- xi) **APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ENTERTAINED.**
- xii) The appointment will be governed by the standard terms and conditions as per the Institute rules applicable from time to time.
- xiii) An application submitted in a format other than the specified one and/or without the required documents/testimonials shall be liable for rejection.
- xiv) If any information furnished by the candidates is found false at any stage his/her appointment will be cancelled.

Please send application on the prescribed format available in our website: www.isical.ac.in/jobs.php through proper channel to the Senior Administrative Officer (Personnel Unit), Indian Statistical Institute, 203, B.T. Road, Kolkata-700 108, before **30th April 2014. The Institute will **NOT** be responsible under any circumstances for any sort of postal delivery/delay.**

INDIAN STATISTICAL INSTITUTE
203, BARRACKPORE TRUNK ROAD, KOLKATA-108

Advertisement No.REC 2013-2014 KOLKATA

Paste/affix passport
size recent photo

1. **Post applied for** _____

2. Preferred place of posting : _____
(For Kolkata/ Delhi/Bangalore/Giridih/Hyderabad as per the vacancies notified)

3. Name in full (in block letters) Mr./Mrs./Miss

_____ (first name) _____ (middle name) _____ (surname)

4. Permanent Address : _____

5. Address for communication :

_____ Pin code: _____

Phone (Residential): _____ Phone (Office): _____ Mobile: _____

E-mail address: _____

6. Date of birth _____ 7. Sex: Male/Female _____

8. Nationality _____ 9. Religion _____

10. Mother tongue _____ 11. Marital status: Unmarried/Married

12. Are you a member of Scheduled Caste/Scheduled Tribe/OBC/PWD Yes/NO
(Please attach copy of relevant certificate from appropriate authority).

13. Particulars of academic qualifications S.S.C./Matriculation onwards. Attach copies of marks/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/ Grade	Special Subjects or filed of specialisation	School/College/ University

14. Training Details (including in-service training leading to a Diploma)

15. Knowledge of computer : _____

16.(a) Presently employed in _____ (b) w.e.f _____

17. Present Basic ₹ _____ 18. Pay band ₹ _____ 19. Grade pay ₹ _____ w.e.f. _____

20.(a) Present designation _____

(b) Job responsibilities _____

21. Previous employment details (please list all jobs held by you. Use separate sheet if needed)

No.	Name & address of employer	Designation	Period of employment		Total Salary Drawn at the date of Leaving (with break up)	Nature of Duties	Reason for leaving
			Date of joining	Date of Leaving			

22. Languages known

Language	Read	Write	Speak

23. Any other information you wish to add in support of your candidature _____

Declaration : I hereby declare that all the statements made above/ information given above are true and correct to the best of my knowledge and belief and I also declare that there is no disciplinary proceedings either contemplated or pending against me.

(Place)

(Date)

(Full signature of the applicant)