



INDIAN STATISTICAL INSTITUTE
203, B. T. Road, Kolkata – 700 108
(An Autonomous Institute funded by MoS&PI, Government of India)

Advertisement No. REC-10/2023-7, KOL

Date: 28.10.2023

Indian Statistical Institute, an Institution of National Importance under the aegis of the Ministry of Statistics and Programme Implementation (MoS&PI), Government of India, invites applications from dynamic and result oriented candidates for direct recruitment to the following vacant posts for its Headquarters in Kolkata and other Outlying Centres, Branch and Units.

1. DEPUTY CHIEF EXECUTIVE (FINANCE) 'A'

Vacancy: SC-01 (Backlog)

Pay Scale: ₹ 78,800-2,09,200/- in Pay Level 12 plus other admissible allowances.

Age: Preferably Below 50 years.

Qualifications & Experience: A good Bachelor's degree in any discipline with ACA/AICWA/MBA(F)/ SOGE and 10 years of experience in a responsible position in accounts and finance in Government/ autonomous bodies or in reputed academic/research institutions out of which 5 years should be in Pay Level-11 in the pay matrix of ₹ 67,700-2,08,700/- (Pre-revised Pay Scale of ₹ 15,600-39,100 + GP 6600) or above.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Place of posting: Initially at Kolkata. Liable to be transferred to Delhi, Bangalore.

2. SENIOR ADMINISTRATIVE OFFICER

Vacancy: UR-01

Pay Scale: ₹ 67,700-2,08,700/- in Pay Level 11 plus other admissible allowances.

Age: Below 45 years.

Qualifications & 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 5 years should be in the Pay Level-10 in the pay matrix of ₹ 56,100-1,77,500/- (Pre-revised Pay Scale of ₹ 15,600-39,100 + GP 5400) or above.

Thorough knowledge of 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.

Place of posting: Initially at Kolkata. Liable to be transferred to Delhi, Bangalore, Chennai, Tezpur.

3. ADMINISTRATIVE OFFICER

Vacancy: OBC-01

Pay Scale: ₹ 56,100-1,77,500/- in Pay Level 10 plus other admissible allowances.

Age: Preferably Below 40 years.

Qualifications & 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 position in Government, Public Sector Undertakings, Autonomous Organizations or in reputed academic/educational institutions in the Pay Level-7 in the pay matrix of ₹ 44,900-1,42,400/- (Pre-revised Pay Scale of ₹ 9,300-34,800 + GP 4600) or above.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in administration would be considered as an added qualification.

Place of Posting: Initially at Kolkata. Liable to be transferred to Delhi, Bangalore, Chennai, Tezpur, Giridih.

4. ENGINEER (ELECTRICAL) A

Vacancy: PwBD (HH)-01 (Backlog), SC-01 (Backlog)

Pay Scale: ₹ 44,900-1,42,400/- in Pay Level 7 plus other admissible allowances.

Age: Below 35 years.

Qualifications & Experience: A good B.E. or equivalent degree in Civil/Electrical engineering. Two years' experience is desirable.

Place of posting: Initially at Bangalore and Delhi. Liable to be transferred to Kolkata.

5. ENGINEERING ASSISTANT (CIVIL) A

Vacancy: UR-01, PwBD (HH)-01 (Backlog), SC-01 (Backlog)

Pay Scale: ₹ 35,400-1,12,400/- in Pay Level 6 plus other admissible allowances.

Age: Below 35 years.

Qualification & Experience: Higher Secondary (10+2) or equivalent with a diploma of at least 3 years of duration in the relevant subjects and one year's practical experience.

Place of posting: Initially at Delhi, Giridih and Bangalore. Liable to be transferred to Kolkata and Tezpur.

6. ENGINEERING ASSISTANT (ELECTRICAL) A

Vacancy: OBC-01 (Backlog)

Pay Scale: ₹ 35,400-1,12,400/- in Pay Level 6 plus other admissible allowances.

Age: Below 35 years.

Qualifications & Experience: Higher Secondary (10+2) or equivalent with a diploma of at least 3 years of duration in the relevant subjects and one year's practical experience and Supervisor's License will be required.

Place of posting: Initially at Tezpur. Liable to be transferred to Kolkata, Delhi, Bangalore and Giridih.

Chief Executive (Administration & Finance)

GENERAL INSTRUCTIONS TO THE APPLICANTS

1. The applicant must be a citizen of India.
2. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their applications shall be rejected. The applicant may keep one copy of the application on final submission for future reference.
3. The applicants are required to pay a non-refundable application fee excluding Bank charges, if any.

| Name of the Posts | Category | Application Fee (Rs.) |
|---|-------------|-----------------------|
| (i) Deputy Chief Executive (Finance) 'A' | UR/EWS/OBC | 1000/- |
| (ii) Senior Administrative Officer | SC/ST/Women | 500/- |
| (iii) Administrative Officer | PwBD | NIL |
| (iv) Engineer (Electrical) 'A' | UR/EWS/OBC | 500/- |
| (v) Engineering Assistant (Civil) 'A' | SC/ST/Women | 250/- |
| (vi) Engineering Assistant (Electrical) 'A' | PwBD | NIL |

The applicant has to transfer the amount to the following bank account by electronic transfer (NEFT/IMPS):

(a) Account Name: INDIAN STATISTICAL INSTITUTE

(b) Account Number: 0071050000118 (Current Account)

(c) Bank Name: Punjab National Bank

(d) IFSC: PUNB0397700

4. The Transaction No. and Date of the application fee paid should be mentioned in the respective column in the application format and the print out of the payment receipt should be enclosed with the application form.
5. To and fro train fare by shortest route in AC-II tier is reimbursable on submission of valid tickets for appearing in the Interview **for Sl. No. (i), (ii) & (iii)** applicants mentioned in the point no. 3. In case the candidates travel by Air, the reimbursement will be restricted to AC-II tier train fare or the air fare, whichever is lower. Only Air tickets purchased from Indian Railway Catering and Tourism Corporation Ltd. (IRCTC), M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours are reimbursable.
6. To and fro train fare by shortest route in AC-III tier is reimbursable on submission of valid tickets for appearing in the Interview **for Sl. No. (iv), (v) & (vi)** applicants mentioned in the point no. 3. In case the candidates travel by Air, the reimbursement will be restricted to AC-III tier train fare or the air fare, whichever is lower. Only Air tickets purchased from Indian Railway Catering and Tourism Corporation Ltd. (IRCTC), M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours are reimbursable.
7. In case of any inadvertent error in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the applicants.
8. The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
9. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01.01.2004.
10. The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their applications THROUGH PROPER CHANNEL or they may send an advance copy and submit No Objection Certificate at the time of appearing in the interview/test.
11. The envelope containing the application should be superscribed as "Application for the post of ___".
12. The filled in applications, in the prescribed format, along with the self-attested copies of certificates in support of educational qualifications, experience, caste, disability etc., should reach to the Chief Executive (A&F), Indian Statistical Institute, 203, B. T. Road, Kolkata -700108 through **SPEED POST/REGISTERED POST** only so as to reach **within 04.12.2023**. Applications received late/incomplete/without supporting documents will not be considered. Institute will not be responsible for any postal delay.

13. Mere possessing the essential qualification will not entitle any candidate a right to be considered eligible for the post. The final list of candidates called for written test/Personal Interview will be based on the short listing of candidates by a duly constituted Screening Committee. Only short listed candidates will be communicated and no interim correspondence will be entertained. The numbers of vacant positions/posts are tentative and may vary as per the need of the Institute at the time of recruitment. The Institute reserves the right to fill or not to fill the posts mentioned above without assigning any reason.
14. The upper age limit as specified in the advertisement will be reckoned as on the last date of receiving applications.
15. Relaxation in upper age limit is applicable as per the Government of India norms.
16. The candidates working in Govt. Organizations/Autonomous Bodies/PSUs/Universities can be considered for age relaxation. The upper age limit will be relaxable in respect of persons working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for efficient discharge of the duties of the post.
17. No age relaxation will be given to reserved category candidates against Un-reserved posts.
18. All the posts to be filled on direct recruitment basis.
19. The Institute reserves right to accept or reject the application without assigning any reason thereof. Canvassing in any manner will disqualify the candidate from the selection process.
20. The current pay and allowances etc. are admissible as per the Institute's norms. Other benefits include NPS, Medical Reimbursement, LTC, etc., as per rules of the Institute.
21. All educational/professional/technical qualifications should be from a recognized Board/University.
22. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post. The cutoff date for experience will be the last date of application.
23. The selected candidates will be governed by the rules of this Institute.
24. Interested candidates must apply only through the prescribed application format available in the Institute website: www.isical.ac.in/jobs.
25. E-Mail ID and Mobile Number: The E-Mail ID and Mobile Number entered/written in the application form should remain valid /active until final selection.
26. PHOTOGRAPH: One recent colored photograph preferably with white back ground to be pasted in the blank space provided in the application format.
27. Any subsequent amendments/ modifications of this advertisement will be notified in the Institute's website only. Candidates are advised to visit the site regularly.
28. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
29. An application received in any format other than the one specified above and without the required Documents/Testimonials shall be liable for rejection.
30. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
31. Interested candidates are requested to send self-attested copies of last FIVE years APAR with the application.

Chief Executive (Administration & Finance)