



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

Advertisement No. REC-02/2024-1, KOL

Date: 27.02.2024

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 the Headquarters in Kolkata or any of the outlying centres, units and branch.

1. DRIVER 'A'

Vacancy: 03 (UR-02, SC-01)

Pay Scale: ₹ 21,700-69,100/- in Pay Level 3 plus other admissible allowances.

Age: Below 35 years.

Qualifications & Experience: School Final or equivalent with knowledge and experience of driving of all types of vehicles. Must possess valid driving license for both light and heavy vehicles.

2. BINDER 'A'

Vacancy: 02 (UR-02)

Pay Scale: ₹ 21,700-69,100/- in Pay Level 3 plus other admissible allowances.

Age: Below 35 years.

Qualifications & Experience: School Final or equivalent with ITI certificate of the trade or equivalent and one year of experience.

3. ASSISTANT (LIBRARY) 'A'

Vacancy: 01 (UR-01)

Pay Scale: ₹ 21,700-69,100/- in Pay Level 3 plus other admissible allowances.

Age: Below 35 years.

Qualifications & Experience: Higher Secondary (10+2) with certificate in Library Science from a recognized institution with knowledge of typing, computer operation and data entry.

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 fulfil the eligibility criteria as on the closing date of applications, failing which their applications will be rejected.
3. The applicants are required to pay a non-refundable application fee excluding bank charges, if any, as mentioned below:

Category of Applicant	Application Fee (Rs.)
General/EWS/OBC	500/-
SC/ST	250/-
Women/PwBD	NIL

The application fee shall be paid 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 a copy of the payment receipt should be enclosed with the application form.
5. To and fro train fare by shortest route in **Second Class/Sleeper Class** is reimbursable on submission of valid tickets for appearing in written test/trade test.
6. 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.
7. The Institute shall verify the documents submitted by a person and his/her character & antecedents at the time of appointment or during the tenure of the service. In case it is detected that any of the documents submitted by the candidate(s) is fake, or the character & antecedents report reveal anything adverse or he/she has suppressed or misrepresented any information then his/her services will be liable to be terminated forthwith.
8. 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.
9. The applicants serving in Government/Public Sector Undertakings /Autonomous and Statutory Bodies must send their applications THROUGH PROPER CHANNEL or submit No Objection Certificate (NOC) at the time of appearing in the trade test/written test.
10. The envelope containing the application should be superscribed as "Application for the post of ___".
11. The filled in applications, in the prescribed format, along with the self-attested copies of certificates in support of educational qualifications, experience, caste, disability certificate, etc., should reach to the Chief Executive (A&F), Indian Statistical Institute, 203, B. T. Road, Kolkata -700108 through **SPEED POST/REGISTERED POST** so as to reach **within 16.04.2024**. Applications received late/incomplete/without supporting documents shall not be considered. Institute will not be responsible for any postal delay. For reserved category candidates valid caste certificates should be attached.
12. Mere possessing the essential qualification will not entitle any candidate the right to be considered eligible for the post. The final list of candidates called for written test and trade test 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.
13. The cutoff date for educational qualifications, experience & upper age limit will be reckoned as on the last date of receiving of applications.
14. Relaxation in upper age limit and reservation policy is applicable as per the Government of India norms.
15. Canvassing in any manner will disqualify a candidate from the selection process.

16. The current pay and allowances, etc. are admissible as per the Institute's norms. Other benefits include NPS, Medical Reimbursement, LTC, etc. as per the rules of the Institute.
17. All educational, professional and technical qualifications should be acquired from a recognized Board/University/Institute.
18. Only the experience acquired after obtaining the minimum educational qualifications required for a post will be considered.
19. Interested candidates must apply only through the prescribed application format available on the Institute's website: www.isical.ac.in/jobs. An application received in any format other than the one specified above and without the required documents/testimonials shall be liable to rejection.
20. **The applicants shall mandatorily fill up the e-mail ID and mobile number** correctly in the application form which should be valid /active till the completion of the selection process. **All communications to the candidates will be made only through e-mail.**
21. One recent passport size coloured photograph preferably with white background to be pasted in the blank space provided in the application format.
22. Any subsequent amendments/ modifications of this advertisement will be notified on the Institute's website only. Candidates are advised to visit the website regularly.
23. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
24. Any dispute with regard to the selection/recruitment process will be subject to the Courts having jurisdiction over Kolkata.
25. In case any applicant wishes to apply for more than one post, separate application forms along with requisite fees need to be submitted for each post.
26. Applicants must satisfy all the eligibility criteria and accept the terms and conditions of this advertisement before applying.

Chief Executive (Administration & Finance)

Format of Application

The Chief Executive (A&F)
Indian Statistical Institute
203, B.T. Road
Kolkata – 700108

Please affix
recent passport
size coloured
photo here

Sir,

This has reference to your Advertisement No. _____ published in
_____ on _____.

The required details are furnished below:

1. Name of the post applied for (please put ✓ mark in the appropriate box)	
(a) Driver 'A'	<input type="checkbox"/>
(b) Binder 'A'	<input type="checkbox"/>
(c) Assistant (Library) 'A'	<input type="checkbox"/>
N.B.- In case any applicant wishes to apply for more than one post, separate application forms along with requisite fees need to be submitted for each post.	

2.	Name in full (in block letters) Mr./Mrs./Ms. _____ (first name) _____ (middle name) _____ (last name)
3.	Permanent Address: _____ _____ Pin code: _____
4.	(a) Address for communication: _____ _____ Pin code: _____ (b) Phone (Residential): _____ (c) Phone (Office): _____ (d) Mobile Number: _____ (mandatory) (e) E-mail Id: _____ (mandatory)
5.	Date of birth: _____ Age (As on the last date of application): _____ (Attach self-attested photocopy of document in support of Date of Birth)
6.	Sex (Male/Female): _____

7.	Nationality: _____
8.	Religion: _____
9.	Mother Tongue: _____
10.	Marital Status (Married/Unmarried): _____
11.	Category (UR/SC/ST/OBC-NCL/PwBD/ExSM/EWS): _____ (Attach self-attested photocopy of relevant valid certificate from the appropriate authority)

12. Particulars of academic qualifications from S.S.C./Matriculation onwards.
(Use separate sheet if needed).

Sl. No.	Examinations Passed	Board/Council/ University	Year of passing	Division/ Grade	Subjects Studied

Attach self-attested photocopies of marks/grade sheets and certificates

13. Details of valid driving license for both light and heavy vehicles (Only for the post of Driver 'A'):

Light Motor Vehicles (L.M.V.)			Heavy Motor Vehicles (H.M.V.)		
Driving License No.	Date of Issue	Valid Till	Driving License No.	Date of Issue	Valid Till

Attach self-attested photocopy of LMV & HMV driving license. Please attach complete set of the license including both sides (Only for the post of Driver 'A')

14. Employment details (in chronological order) *(Use separate sheet if needed)*:

Sl. No.	Name & address of employer	Designation	Period of employment		Pay Scale / Pay Level	Nature of Appointment (Regular/ Deputation/ Contract)	Nature of Duties
			From	To			

Attach self-attested photocopies in support of experience

15. Training Details *(Use separate sheet if needed)*:

Sl. No.	Title of Training	Period of Training		Training Conducted by
		From	To	

16.	Languages known: (Put ✓ mark)			
	Language	Read	Write	Speak

17. Whether the application is routed through proper channel? (If employed in Government/PSUs/Autonomous and Statutory Bodies)

(Put ✓ mark)

(YES / NO)

18. Were you ever discharged or dismissed from any previous employment?

(Put ✓ mark)

(YES / NO)

19. Whether any penalty (major/minor) was imposed on you during the service?

(Put ✓ mark)

(YES / NO)

20. Application fee payment Transaction ID/UTR Number and Date:

Declaration:

I hereby certify that the above particulars mentioned in the application form are true and correct to the best of my knowledge and belief. I understand that if at any stage, any of the information is found false or incorrect or if my application is found not to meet with the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated.

I accept all the terms and conditions of the relevant advertisement.

Date: _____

Place: _____

(Full signature of the applicant)