



Advertisement No. REC-7/2019-3, KOL

Date: 03.08.2019

Applications are invited from Indian Nationals for direct recruitment against the following vacant positions at Kolkata, Bangalore, Delhi and Giridih.

No.1 Nurse A

Vacancy – 01 (UR)

Pay Scale: ₹ 35,400 - 1, 12,400/- in Pay Level 6 plus other admissible allowances (7th CPC)

Age: Below 35 years

Qualification & Experience: (i) Graduate in Nursing or Higher Secondary (10+2) or equivalent with at least three years' Diploma in General nursing and Midwifery (GNM) course. Registration certificate from Nursing Council. (ii) At least 2 years' of experience as a Nurse.

No.2 Guest House Manager A

Vacancy– 02 (UR)

Pay Scale: ₹35,400 - 1, 12,400/- in Pay Level 6 plus other admissible allowances (7th CPC)

Age: Below 35 years

Qualification & Experience: Higher Secondary (10+2) or equivalent with a diploma of at least three years duration in Hotel Management from a recognised institution and at least one year of experience. Proficiency in spoken English is essential.

No.3 Operator-Cum-Mechanic (Audio-Visual) A

Vacancy: 02 (UR)

Pay Scale: ₹21,700 - 69,100/- in Pay Level 3 plus other admissible allowances (7th CPC)

Age: Below 35 years.

Qualification & Experience: School Final or equivalent with certificate/diploma in Electronic/Radio Engineering and one year of experience in the relevant field.

No.4 Cook A

Vacancy– 05(UR), 01(SC), 01(OBC)

Pay Scale: ₹19,900 - 63,200/- in Pay Level 2 plus other admissible allowances (7th CPC).

Age: Below 35 years

Qualification & Experience: Higher Secondary (10+2) or equivalent with trade Certificate/Diploma in cookery from a recognised institute.

No.5 Carpenter A

Vacancy– 01 (UR)

Pay Scale: ₹ 21,700 - 69,100/- in Pay Level 3 plus other admissible allowances (7th CPC).

Age: Below 35 years

Qualification & Experience: School Final or equivalent and ITI certificate or equivalent in the respective trade with one year of experience in different types of functions related to the trade.

No.6 Security Guard A

Vacancy– {02 (UR), 01 (SC), 01 (OBC)} - ExSM

Pay Scale: ₹18,000 - 56,900/- in Pay Level 1 plus other admissible allowances (7th CPC).

Age: Below 35 years

Qualification & Experience: Ex-military service men. Preference will be given to candidate having School Final or equivalent certificate and certificate of proficiency in use of guns, arms and firefighting equipment.

Age Relaxation: Upper age limit is relaxable by 5 years for candidates belonging to SC/ST and 3 years for OBC (Non-creamy Layer) respectively in respect to posts reserved for them. Relaxation of age for Ex- Servicemen, Person with Disabilities and serving employees (both external and internal) shall be as per Government directives.

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

Chief Executive (Administration & Finance)

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

GENERAL INSTRUCTIONS TO APPLICANTS

1. Interested candidates must apply only through the prescribed application format available in the Institute website: www.isical.ac.in/jobs.php.
2. Candidates who are employed in Government/Public Sector Undertakings/ Semi Government should forward their applications through proper channel or bring **No Objection Certificate** from their employer if called for the written test/ skill test failing which they will not be allowed to appear for written test/ skill test.
3. The upper age limit as specified in the advertisement will be reckoned as on **01.08.2019**.
4. Self-attested photocopies of testimonials in respect of age (X/XII Std. certificate or Birth Certificate issued by the Registrar of Births and Deaths or Transfer/ School leaving/ Matriculation Certificate issued by the school last attended/recognized educational board), qualification, experience, Caste Certificate (for reserved categories only), Disability (40% or more) certificate must be submitted along with the duly filled in application form.
5. Experience wherever prescribed means experience gained after acquiring the prescribed essential qualification. Experience certificate issued by the competent authority should clearly indicate the dates (from and to) stating nature of job performed by the applicant.
6. Mere fulfillment of minimum qualification and experience required for a post does not entitle the candidate to be called for written test /skill test. The Institute reserves the right to shortlist and restricts the number of candidates to be called for written test / and skill test to a reasonable limit, on the basis of appropriate qualifications and experience. The number of positions/posts may also 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.
7. No correspondence will be entertained from the candidates regarding their test/ selection/appointment. Canvassing in any form will disqualify a candidate.
8. The selected candidates will be governed by the rules and regulations of the Institute as amended from time to time.
9. Candidates appointed will be governed by the New Contributory Pension Scheme introduced w.e.f. 01.01.2004.
10. Reservation for SC/ST/OBC/EWS/Persons with Disabilities/ExSM will be as per Government of India rules.They should also be in possession of the certificates in the prescribed format in support of their claim.
11. OBC (NCL) certificate should preferably be as per the format given in G.o.I., D.o.P.T., O.M. No.36036/2/2013-Estt. (Res.), dated 30.05.2014. If any selected candidate is found to have submitted his OBC certificate in any other format with the application, he/she will be required to submit a fresh certificate in the required format, issued by the competent authority, before joining the Institute.

12. **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.
13. **PHOTOGRAPH:** One recent coloured photograph (size should be 4.5 cm x 3.5 cm) preferably with white background to be pasted in the blank space provided in the application format.
14. The applicants are required to pay a non-refundable application fee of **₹500/-** (excluding Bank charges) for each post { applicable for Unreserved (UR), Other Backward Class (OBC) & Economically Weaker Section (EWS)} candidates. A candidate 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: United Bank of India
 - d) IFSC Code: UTBI0DLB140 (Fifth & Last digit are ZERO)
15. The transaction no. for 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.
16. Any subsequent amendments/modifications of this advertisement will be notified in the Institute's website only. Candidates are advised to visit the site regularly.
17. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
18. An application received in any format other than the one specified above and without the required Documents/Testimonials shall be liable for rejection.
19. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
20. LAST DATE OF SUBMISSION OF APPLICATION IS 30 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT IN THE EMPLOYMENT NEWS.
21. **Applications received after the closing date will not be entertained. The Institute under any circumstances will NOT be responsible for any sort of postal delay/delivery.**

Interested candidates are requested to send their applications through Speed/Registered post only in the prescribed form complete in all respect and super scribing the name of the post on top of the envelope to The Chief Executive (A&F), 203, B.T. Road, Kolkata-700 108.

Chief Executive (Administration & Finance)

14. Knowledge of computer : _____

15. Presently employed in _____

16. Present Basic _____ 17. Pay band/ Pay Scale _____ 18. Grade pay/Pay Level _____

19. Current job responsibilities: _____

20. Previous employment details (in chronological order) Use separate sheet if needed

No.	Name & address of employer	Post Held on regular basis	Period of employment		Pay Scale/Pay Level	Nature of Duties
			From	To		

21. Languages known

No.	Read	Write	Speak

22. NOC attached : YES/NO

23. Application fee **TRANSACTION No.:**

24. Any other relevant information:

Declaration:

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature of appointment is liable to be cancelled/terminated. I am willing to serve at any Centre/Branch/Units of the Institute. I agree that the Institute has the right to transfer me to any Centre/Branch/Units as and when required by the Institute.

Date: _____

Place: _____

(Full signature of the applicant)