

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

**ADVERTISEMENT No. REC-9/2017-4 KOL, Date:05/09/2017**

**Indian Statistical Institute, invites applications from eligible Indian Nationals for recruitment in the following posts at Kolkata, Delhi, Bangalore, Chennai, Tezpur, Hyderabad and Giridih on Direct Recruitment Basis.**

**No.1 Deputy Chief Executive (Administration) A**

**Vacancy** 02(UR) & 01(OBC)  
**Pay** ₹15600-39100 + GP ₹7600/-  
**Age** Preferably below 50 years.

**Qualification & Experience**

A good Bachelor's degree in any discipline with degree/diploma in management or its equivalent and 10 years of experience in administration in Government/autonomous bodies or in reputed academic/research institutions out of which 5 years should be in the scale of pay of ₹15600-39100 and grade pay ₹6600 or above. Thorough knowledge of Government rules and regulations is essential. Competence in modern administrative practices including use of computers in all functional areas of management would be considered as an added qualification.

**No.2 Senior Administrative Officer**

**Vacancy** 01(UR)  
**Pay** ₹15600-39100 + GP ₹6600/-  
**Age** Preferably below 45 years.

**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 organisations 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 computer in all functional areas of management would be considered an added qualification.

**No.3 Administrative Officer**

**Vacancy** 01(UR), 01(SC) & 02(OBC)  
**Pay** ₹15600-39100 + GP ₹5400/-  
**Age** Preferably below 40 years.

**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 computer in administration would be considered as an added qualification.

**No.4 Accounts Officer**

**Vacancy** 03(UR)  
**Pay** ₹15600-39100 + GP ₹5400/-  
**Age** Preferably below 40 years.

**Qualification & Experience**

A good Bachelor's degree with ACA/AICWA/MBA(Finance) or commerce graduate with SOGE. At least 5 years of experience in supervisory position (in the Pay Band ₹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 accounts would be considered as an added qualification.

**No.5 Office Assistant A**

**Vacancy** 09(UR), 05(SC) & 02(ST)

**Pay** ₹5200-20200 + GP ₹2000/-

**Age** Preferably below 35 years.

**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.

**No.6 Engineer (Civil) A**

**Vacancy** 01(UR)

**Pay** ₹9300-34800 + GP ₹4600/-

**Age** Preferably below 35 years.

**Qualification & Experience**

A good BE or equivalent degree in Civil engineering. Two years experience is desirable.

**No.7 Electrician A**

**Vacancy** 02(UR) & 01(OBC)

**Pay** ₹5200-20200 + GP ₹2000/-

**Age** Preferably below 35 years.

**Qualification & Experience**

School Final or equivalent with ITI Certificate or equivalent and with permit equivalent to Electrical Wireman's Class (i) (b), (ii), (iii), (iv).

**No.8 Operator-Cum-Mechanic (Lift) A**

**Vacancy** 03(UR) & 01(OBC)

**Pay** ₹5200-20200 + GP ₹2000/-

**Age** Preferably below 35 years.

**Qualification & Experience**

Class VIII with ITI certificate of trade of electrician or equivalent or School Final or equivalent. Shall possess lift operator's licence and permit equivalent to Electrical Wiremen's Class (i) (b), with at least five years experience in routine maintenance and operation of lifts in a reputed institution/company.

**No.9 Telephone Operator A**

**Vacancy** 01 [PH(VH)]

**Pay** ₹5200-20200 + GP ₹2000/-

**Age** Preferably below 35 years.

**Qualification & Experience**

Higher Secondary (10+2) with knowledge of telephone operation in EPABX/other systems and one-year experience. Trade Certificate and knowledge of computer operation desirable.

- No.10 **Cook A**  
**Vacancy** 03(UR)  
**Pay** ₹5200-20200 + GP ₹1900/-  
**Age** Preferably below 35 years.  
**Qualification & Experience**  
Higher Secondary (10+2) or equivalent with trade certificate/diploma in cookery from a recognised institute.
- No.11 **Plumber A**  
**Vacancy** 01(UR) & 01(OBC)  
**Pay** ₹5200-20200 + GP ₹2000/-  
**Age** Preferably below 35 years.  
**Qualification & Experience**  
School Final or equivalent and ITI Certificate or equivalent in plumber trade with one-year experience in different types of functions related to plumbing.
- No.12 **Binder A**  
**Vacancy** 01(UR)  
**Pay** ₹5200-20200 + GP ₹2000/-  
**Age** Preferably below 35 years.  
**Qualification & Experience**  
School Final or equivalent with ITI Certificate of Binder trade or equivalent with one year experience.
- No.13 **Assistant (Repro-Photo/Laboratory/Printing/Library) A**  
**Vacancy** 02(UR), 02(SC) & 02(OBC)  
**Pay** ₹5200-20200 + GP ₹2000/-  
**Age** Preferably below 35 years.  
**Qualification & Experience**  
(i) **For Assistant A (Repro-Photo/Laboratory):** Higher Secondary (10+2) preferably in Science with relevant subjects or in relevant vocational stream with one year's training/experience in relevant field. Knowledge of computer operation and data entry essential.  
(ii) **For Assistant A (Library):** Higher Secondary (10+2) with certificate in Library Science from a recognised Institution with knowledge of typing, computer operation and data entry.  
(iii) **For Assistant A (Printing):** Higher Secondary (10+2) with certificate/diploma in operation of printing machines with at least one year's experience.

**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 Person with Disabilities and serving employees (both external and internal) 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 recent copy of the certificate regarding his/her "OBC status and Non-creamy layer status". The certificate submitted should **preferably be as per the format given in G.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 (Non-creamy layer) 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.

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

