



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

**Advertisement No. REC-05/2022-2, KOL**

**Date: 14/05/2022**

Indian Statistical Institute, an Institute of National Importance invites applications from eligible Indian nationals for recruitment to the posts of **Administrative Officer & Accounts Officer** on Direct Recruitment basis.

**1. Administrative Officer – (Pay Scale: ₹56,100 - 1, 77,500/- in Pay Level 10)**

**Vacancy– 03 [SC-01, OBC-01, ST-01 (Backlog)]**

**Minimum Qualifications:** 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 Level 7 (Pre-revised Pay Band 9300-34,800 and Grade Pay 4600) or above in Government, Public Sector Undertakings, Autonomous organizations, 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.

**Age:** Preferably below 40 years.

**2. Accounts Officer – (Pay Scale: ₹56,100 - 1, 77,500/-in Pay Level 10)**

**Vacancy– 01(SC)**

**Minimum Qualifications:** A good Bachelor's degree with ACA/AICWA/MBA(F) or commerce graduate with SOGE. At least 5 years of experience in supervisory position in the Pay Level 7 (Pre-revised Pay Band 9300-34,800 and Grade Pay 4600) or above in Government, Public Sector Undertakings, Autonomous organizations, 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.

**Age:** Preferably below 40 years.

**N.B.- Selected candidates may be posted in Kolkata Headquarters or anywhere in India where Centres/Branch/Offices of the Institute are situated.**

**Age Relaxation:** Upper age limit is relaxable by 5 years for candidates belonging to SC/ST and 3 years for OBC (NCL) in respect to posts reserved for them. Relaxation of age for Government employees shall be as per Government directives.

**-Sd/-**  
**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](http://www.isical.ac.in/jobs).
2. **In case a candidate wishes to apply for more than one post, separate applications are to be submitted for each post.**
3. Candidates who are employed in Government, Public Sector Undertakings, Autonomous organizations, reputed academic/research Institutions should forward their applications through proper channel or bring **No Objection Certificate** from their employer if called for the written test and or interview failing which they will not be allowed to appear for written test and or interview.
4. The upper age limit as specified in the advertisement will be reckoned as on 01.05.2022.
5. 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.
6. 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.
7. Mere fulfillment of minimum qualification and experience required for a post does not entitle the candidate to be called for written test and or interview. The Institute reserves the right to shortlist and restrict the number of candidates to be called for written test and or interview to a reasonable limit, on the basis of appropriate qualifications and experience. 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.
8. No correspondence will be entertained from the candidates regarding their test/selection/appointment. Canvassing in any form will disqualify a candidate.
9. The selected candidates will be governed by the rules and regulations of the Institute as amended from time to time.
10. Candidates appointed will be governed by the National Pension Scheme introduced w.e.f. 01.01.2004.
11. Reservation for SC/ST/OBC (NCL) will be as per Government of India rules. The applicants should also be in possession of the certificates in the prescribed format in support of their claim.

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 preferably with white background to be pasted in the blank space provided in the application format.
14. Any subsequent amendments/modifications of this advertisement will be notified in the Institute's website only. Candidates are advised to visit the site regularly.
15. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
16. **An application received in any format other than the one specified above and without the required Documents/Testimonials shall be liable to rejection.**
17. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
18. **LAST DATE** OF SUBMISSION OF APPLICATION IS 30 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT IN THE EMPLOYMENT NEWS.
19. **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 superscribing the name of the post on top of the envelope to the Senior Administrative Officer, HRD Unit, Indian Statistical Institute, 203, B.T. Road, Kolkata- 700108.**

**-Sd/-**

**Chief Executive (Administration & Finance)**

## **Format of Application**

**The Chief Executive (A&F)**  
Indian Statistical Institute  
203, B.T. Road  
Kolkata – 700 108.

Please affix  
recent  
passport size  
photo.

Sir,

Sub.: **Application for the post of Administrative Officer/ Accounts Officer in ISI.**

This has reference to your advertisement published in \_\_\_\_\_ on \_\_\_\_\_ in connection with recruitment to the post of Administrative Officer/ Accounts Officer in ISI on **Direct Recruitment** basis.

I would like to apply for the post of Administrative Officer/ Accounts Officer in ISI on **Direct Recruitment** basis.

The required details are furnished below:

1. **Name of the post applied for** : Administrative Officer   
[Please tick (√) the appropriate box] Accounts Officer
  
2. Name in full (in block letters) Mr./Mrs./Miss  
\_\_\_\_\_  
(first name) (middle name) (last name)
  
3. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
  
4. Address for communication: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin code: \_\_\_\_\_  
Phone (Residential): \_\_\_\_\_ Phone (Office): \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_
  
5. Date of birth: \_\_\_\_\_ 6. Sex (Male/Female): \_\_\_\_\_
  
7. Nationality: \_\_\_\_\_ 8. Religion: \_\_\_\_\_
  
9. Marital status: Unmarried/Married
  
10. Category (SC/ST/OBC-NCL): \_\_\_\_\_  
(Attach self-attested copy of relevant certificate from appropriate authority)

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

Sl. No.	Examination Passed	Board/Council/ University	Year of passing	Division/ Grade	Special Subjects or field of specialization

12. Training Details:

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13. Previous 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 Duties	Reason for leaving
			From	To			

14. Knowledge of computer : \_\_\_\_\_

15. Presently employed in \_\_\_\_\_

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

19.(a) Present designation \_\_\_\_\_

(b) Current job responsibilities \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

20. Languages known

No.	Read	Write	Speak

21. NOC attached (YES/NO):

22. Were you ever discharged or dismissed from any previous employment:

\_\_\_\_\_

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

\_\_\_\_\_

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.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Full signature of the applicant)

**N.B.- In case a candidate wishes to apply for more than one post, separate applications are to be submitted for each post.**