



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

Advertisement No. REC-10/2024-3, KOL

Date: 03/10/2024

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

1. ELECTRICIAN A

Vacancy: - Total: 05 [UR-01; SC-02 (including 01 backlog); OBC (NCL)-02 (backlog)]
Out of the above, one (01) vacancy is reserved for ExSM.

Pay Scale: - ₹ 21,700/- – ₹ 69,100/- in Pay Level 3

Age: 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).

2. OPERATOR-CUM-MECHANIC (LIFT) A

Vacancy:- Total: 01 [One (01) vacancy is reserved for PwBD (OH)]

Pay Scale: - ₹ 21,700/- – ₹ 69,100/- in Pay Level 3

Age: - 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 license and permit equivalent to Electrical Wireman's Class (i) (b), with at least five years' experience in routine maintenance and operation of lifts in a reputed institution/company.

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 the posts reserved for them. Relaxation of age for Ex-Servicemen, Persons with Benchmark Disabilities and departmental candidates (both internal and external) shall be as per Government of India guidelines.

Abbreviations: UR - Unreserved; EWS - Economically Weaker Sections; OBC (NCL) - Other Backward Classes (Non-Creamy Layer); SC - Scheduled Caste; ST - Scheduled Tribe; PwBD - Persons with Benchmark Disabilities, ExSM - Ex-Servicemen.

NB: Selected candidates can be posted at the Institute's Headquarters or any of the outlying Centres/ Units/ Branch of the Institute.

Last date of receipt of applications: **30 days from the date of publication of this advertisement in the Employment News.**

Sd/-
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 cut-off date, 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 the date of payment of the application fee should be mentioned in the appropriate column of the application form and a copy of the payment receipt should be enclosed with the application form.
5. Candidates called for the written test/ trade test will be reimbursed to and fro train fare by the shortest route in Second Class/Sleeper Class on submission of valid tickets.
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 the selected candidate(s) 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 appointment letter will not be issued and if already appointed, his/her service 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 with "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 (Administration & Finance), Indian Statistical Institute, 203, B. T. Road, Kolkata -700108 through **SPEED POST/REGISTERED POST within 30 days from the date of publication of this advertisement in the Employment News**. Applications received after the due date, incomplete applications and applications without the supporting documents will not be entertained. The Institute will not be responsible for any postal delay. For candidates belonging to reserved categories, 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 cut-off date for educational qualifications, experience & upper age limit will be reckoned as on the last date of receipt 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. Pay and allowances will be admissible to the selected candidates as per the Institute's norms. Other benefits include NPS, Medical Reimbursement, LTC, etc. as per the rules of the Institute.
17. All the educational, professional and technical qualifications should have been acquired by the applicant from recognized Boards/Universities/Institutes only.
18. Only the post-qualification experience, i.e., 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 appended to the advertisement. Applications received in any other format will not be considered.
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 should be pasted in the blank space provided in the application form.
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 candidature/ 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. The applicants must satisfy all the eligibility criteria and accept the terms and conditions of this advertisement before applying.

Sd/-

Chief Executive (Administration & Finance)

Indian Statistical Institute

Application Form

1. Advertisement No. _____

Published in _____

On (date): _____

Affix recent passport size coloured photo here

2. Name of the post applied for (please put ✓ mark in the appropriate box)

Electrician 'A'

Operator-Cum-Mechanic (Lift) 'A'

(N.B.- In case the applicant wishes to apply for more than one post, separate application forms along with requisite fees need to be submitted for each post)

3. Name in full (in block letters) Mr./Mrs./Ms.

(First Name)

(Middle Name)

(Last Name)

4. Permanent Address: _____

PIN code: _____

5. (a) Address for communication:

PIN code: _____

(b) Phone (Residential): _____

(c) Phone (Office): _____

(d) Mobile Number: _____ **(mandatory)**

(e) E-mail Id: _____ **(mandatory)**

6. Date of Birth: _____
 Age (As on the last date of application): _____
(Attach self-attested photocopy of document in support of Date of Birth)
7. Sex (Male/Female): _____
8. Nationality: _____
9. Religion: _____
10. Mother Tongue: _____
11. Marital Status (Married/Unmarried): _____
12. Category (General/SC/ST/OBC-NCL/EWS/PwBD/ExSM): _____
(Attach self-attested photocopy of relevant valid certificate from the appropriate authority)

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

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

(Attach self-attested photocopies of mark sheets/grade sheets and certificates)

14. Details of the Electrical Wireman's Permit

Electrical Wireman's Permit No.	Parts Qualified	Permit Issued by	Validity

15. Details of the Lift Operator's License [to be filled up only by the applicants for the post of Operator-Cum-Mechanic (Lift) 'A']

License No.	License Issued by	Validity

16. Employment details (in chronological order) (Use separate sheet if necessary):

S/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)

17. Training details (in chronological order) (Use separate sheet if necessary):

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

18. Languages known: (Put ✓ mark)

Language	Read	Write	Speak

19. Whether the application is routed through proper channel? (If employed in Government/ PSUs/ Autonomous or Statutory Bodies) (Put ✓ mark)

(YES / NO)

20. Were you ever discharged or dismissed from any previous employment? (Put ✓ mark)

(YES / NO)

21. Whether any penalty (major/minor) was imposed on you during the service? (Put ✓ mark)

(YES / NO)

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

Declaration:

I hereby certify that the above particulars 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 advertisement.

Date: _____

(Full signature of the applicant)

Place: _____