

Format of Application

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

Please affix
your recent
passport
size photo
here.

Sir,

This has reference to your advertisement no _____ published in _____ on _____ in connection with recruitment to the post of Deputy Chief Executive (Administration) 'A' on Direct Recruitment basis. The required details are furnished below:

1.	Name in full (in block letters) Mr./Mrs./Ms.		
	_____ (first name)	_____ (middle name)	_____ (last name)
2.	AADHAR Number: _____		
3.	Permanent Address: _____ _____ _____ Pin code: _____		
4.	(a) Address for communication: _____ – _____ – _____ Pin code: _____ (b) Phone (Residential): _____ (c) Phone (Office): _____ (d) Mobile Number: _____ (e) E-mail Id: _____		
5.	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 copy of relevant certificate from appropriate authority)		

12. Particulars of academic qualifications from S.S.C./Matriculation onwards. Attach copies of marks/grade sheets and certificates (Use separate sheet if needed).

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

13. 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			

14. Please clarify your eligibility for the purpose of experience in the pay scale/pay level with roles and responsibilities:

Sl. No.	Required experience	Pay scale/ pay level	Period		Roles and responsibilities in supervisory/ management level post
			From	To	
1.	10 years' experience in administration in Government/ autonomous bodies				
2.	5 years should be in the Pay Level-11 in the pay matrix Rs. 67,700-2,08,700/- (Pre-revised Pay Scale Rs. 15,600-39,100 + GP 6600/-) or above				

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

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

16.	<p>Knowledge of computer:</p> <ol style="list-style-type: none"> 1. MS Word 2. MS Excel 3. MS PowerPoint 4. Any other (Please specify)
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17.	Present employer: _____ Present Basic: _____ Pay Scale: _____ Pay Level: _____ Present Designation: _____
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18.	Languages known: (Put ✓ mark)		
Language	Read	Write	Speak

19. NOC/Vigilance Clearance Certificate/Integrity Certificate attached (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. Please enclose a write up in a separate sheet justifying your suitability for the post applied for (Not more than 200 words) (Put ✓ mark) Write up attached (YES / NO)
23. Application fee payment of Rs. 1000/- transaction id/UTR No.:

24. Name and address with telephone numbers of two references (other than relatives):	
1.	2.

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.

Date: _____

Place: _____

(Full signature of the applicant)