



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

Advertisement No. REC-05/2025-3, KOL

Date: 19.05.2025

Indian Statistical Institute, an Institution of National Importance invites applications from eligible Indian citizens for the following position on direct recruitment basis:

❖ **Dy. Chief Executive (Administration) 'A' (UR-1)**

PAY LEVEL: Rs. 78,800-2,09,200/- in pay level 12 plus other admissible allowances.

AGE: Below 50 years.

MINIMUM QUALIFICATIONS:

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 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. 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.

JOB DESCRIPTION: To take independent charge of various sectors in general administration and to render all assistance to the Chief Executive (Administration & Finance) in all matters of general administration, personnel management etc. Dy. Chief Executive (Administration) posted in outlying Centre shall take full administrative responsibility of the centre and report to the Head of the Centre. He/she shall be responsible for the smooth functioning of various offices in administration and shall supervise the work of the Senior Administrative Officers/Administrative Officers posted under him. He/she shall also carry out any other work assigned to him by higher authority.

Interested candidates are requested to send their applications in the prescribed format complete in all respects along with self-attested copies of all documents/testimonials through Speed Post/Registered post only. The application should reach to Chief Executive (Administration & Finance), Indian Statistical Institute, 203, B. T. Road, Kolkata- 700108, within 30 (thirty) days from the date of publication of this advertisement in the Employment News.

An application received in any format other than the one specified in the advertisement and without the required documents/testimonials are liable for rejection. The applications should be routed through proper channel and if desired, an advance copy of the application can be sent so as to reach the above address before the closing date. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there off. Corrigendum or Addendum or Cancellation of this advertisement if any, shall be published only in the Institute's website. The candidates are advised to check the Institute's website regularly. Short listed candidates may be called for written test and/or interview.

GENERAL INSTRUCTIONS TO 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 be fulfilling eligibility criteria as on the closing date of applications failing which their application shall be rejected. The applicant may keep one copy of the application on final submission for future reference.
(a) The applicants are required to pay a non-refundable application fee of Rs. 1,000/- (one thousand only) excluding Bank charges.
(b) Account Name: INDIAN STATISTICAL INSTITUTE
(c) Account Number: 0071050000118 (Current Account)
(d) Bank Name: Punjab National Bank
(e) IFSC: PUNB0397700
3. The transaction no. of the 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.
4. To and fro train fare by shortest route in AC-II tier is reimbursable on submission of valid tickets for appearing in the Interview. In case the candidate travels by Air, the reimbursement will be restricted to AC-II tier train fare or the air fare, whichever is lower. Only Air tickets purchased from Indian Railway Catering and Tourism Corporation Ltd. (IRCTC), M/s Balmer Lawrie & Company Limited (BLCL) and M/s Ashok Travels & Tours are reimbursable.
5. 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.
6. The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
7. 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.
8. The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their applications THROUGH PROPER CHANNEL or they may send an advance copy and submit No Objection Certificate at the time of appearing in the interview/test.
9. The envelope containing the application should be superscribed as "Application for the post of __".
10. The filled in applications, in the prescribed format, along with the self-attested copies of certificates in support of educational qualifications, experience, caste, disability etc., should reach to the Chief Executive (A&F), Indian Statistical Institute, 203, B. T. Road, Kolkata -700108 through SPEED POST/REGISTERED POST only so as to reach within 30 days of publication of the advertisement in the Employment News. Applications received late/incomplete/without supporting documents will not be considered. Institute will not be responsible for any postal delay.
11. Mere possessing the essential qualification will not entitle any candidate a right to be considered eligible for the post. The final list of candidates called for written test/Personal Interview 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.
12. The upper age limit as specified in the advertisement will be reckoned as on the last date of receipt of the applications.
13. Relaxation in upper age limit is applicable as per the Government of India norms.
14. The candidates working in Govt. Organizations/Autonomous Bodies/PSUs/Universities can be considered for age relaxation. The upper age limit will be relaxable in respect of persons working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for efficient discharge of the duties of the post.

15. No age relaxation will be given to reserved category candidates against Un-reserved posts.
16. The Institute reserves right to accept or reject the application without assigning any reason thereof. Canvassing in any manner will disqualify the candidate from the selection process.
17. The current pay and allowances, etc. are admissible as per the Institute's norms. Other benefits include NPS, Medical Reimbursement, LTC, etc., as per rules of the Institute.
18. All educational/professional/technical qualifications should be from a recognized Board/University.
19. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post. The cut-off date for experience will be the last date of receipt of applications.
20. The selected candidates will be governed by the rules of this Institute.
21. The applicants proficient in MS Word/MS Excel/MS PowerPoint will be preferred.
22. Interested candidates must apply only through the prescribed application format available on the Institute's website: www.isical.ac.in/jobs.
23. 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. Any communication from this end with regard to the recruitment of this advertisement will be made through e-mail only, provided by the applicant in his application.
24. PHOTOGRAPH: One recent colored photograph preferably with white back ground to be pasted in the blank space provided in the application format.
25. Any subsequent amendments/ modifications of this advertisement will be notified on the Institute's website only. Candidates are advised to visit the site regularly.
26. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
27. An application received in any format other than the one specified above and without the required Documents/Testimonials shall be liable for rejection.
28. The candidates need to submit vigilance clearance certificate at the time of interview. The selected candidate also need to submit vigilance clearance certificate while joining.
29. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

Chief Executive (Administration & Finance)

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: _____		
18.	Languages known: (Put ✓ mark)		
Language	Read	Write	Speak

19. NOC/Vigilance Clearance Certificate/Integrity Certificate attached (YES / NO) (Put ✓ mark)
20. Were you ever discharged or dismissed from any previous employment (YES / NO) (Put ✓ mark)
21. Whether any penalty (major/minor) was imposed on you during the service: (YES / NO) (Put ✓ mark)
22. Please enclose a write up in a separate sheet justifying your suitability for the post applied for (Not more than 200 words) Write up attached (YES / NO) (Put ✓ mark)
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)