



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

Advertisement No. REC-01/2022-1, KOL

Date: 15.01. 2022

The Institute invites applications from dynamic persons for the post of **Chief Executive (Administration & Finance)** on **direct or on deputation** basis from Central/State Government or Autonomous Bodies or reputed academic/research institutions.

PAY LEVEL: ₹1,31,100-2,16,600 in Pay Level 13-A plus other admissible allowances at Central Government rates. The pay of the officer selected on deputation will be regulated in accordance with the instructions contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17/6/2010, as amended from time to time.

AGE: Preferably below 55 years for direct recruitment and below 56 years for deputation as on 01.12.2021.

MINIMUM QUALIFICATIONS: A good post-graduate degree in any discipline with a degree/diploma in management, relaxable in case of (i) a candidate having outstanding administrative ability and (ii) an officer on deputation from Government offices. The candidate should be tactful and experienced in personnel, financial and materials management as well as in general administration including public relations. Thorough knowledge of Government rules and regulations is essential. Interest in science and competence to handle highly responsible administrative assignments are important requirement. Competence in modern administrative practices including use of computers in all functional areas of management would be considered as an added qualification. The candidate must have occupied very senior position for at least 10 years in administration in Government/Autonomous Bodies or in reputed academic/research institutions out of which (i) at least 3 years should be in equivalent scale of Pay Level 13 (₹1,23,100-2,15,900) or above or (ii) at least 6 years should be in equivalent scale of Pay Level 12 (₹78,800-2,09,200) or above.

JOB DESCRIPTION: To be in overall charge of general administration, personnel management (other than scientific & academic personnel), security, budget, finance and accounts of the Institute. The incumbent who must be a dynamic and result-oriented person having sufficient experience to run independently similar type of office/institution, shall report directly to the Director of the Institute. He shall render all necessary assistance to the Director/Dy. Director in the matter of general administration, personnel management, budget and financial matters relating to the Institute including those of scientific divisions, outlying offices, branches and centers of the Institute. He shall exercise all powers as laid down in the Standing Service Order (SSO) and, also such powers, as delegated to him by the Director from time to time on financial and administrative matters. Being the principal officer in overall control of administrative services division, he shall function as the Member-Secretary of the JCC (Non-Scientific) and act as the Non-member Secretary of the Council within the purview of the function of the Chief Administrative Officer as included in the Memorandum of Association and Regulations of the Institute. He shall liaise with the concerned ministries in the Central Government, other bodies, committees etc. as and when necessary.

Interested candidates are requested to send their applications in the prescribed format complete in all respect along with self-attested copies of all documents/testimonials through Speed/Registered post only. The application should reach to the Senior Administrative Officer, HRD Unit, Indian Statistical Institute, 203, B.T. Road, Kolkata- 700108, within 45 (forty-five) days from the date of publication of this notification in the Employment News.

An application received in any format other than the one specified in the advertisement and without the required documents/testimonials shall be liable to rejection. **The applications should be routed through proper channel** and if desired an advance copy of the application can be sent in the above address before the closing date of the advertisement. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for. Corrigendum or Addendum or Cancellation to 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 a written test/interview.

(DIRECTOR)

The Director
Indian Statistical Institute
203, B.T. Road
Kolkata – 700 108.

Please affix
recent passport
size photo.

Sub.: Application for the post of Chief Executive (Administration & Finance) in ISI.

This has reference to your advertisement published in _____ on _____ in connection with recruitment to the post of Chief Executive (Administration & Finance) on **Direct Recruitment/Deputation** basis.

I would like to apply for the post of Chief Executive (Administration & Finance) in ISI on

(a) Direct Recruitment basis **(b) Deputation basis** (please tick whichever is applicable)

The required details are furnished below:

1. **Name in Full** : _____
(in block letters) Mr./Mrs./Miss **(First name)** **(Middle Name)** **(Last Name)**
2. **Permanent Address** : _____

3. **Address for Communication** : _____

4. **Date of Birth (DD/MM/YYYY)** : _____
5. **Sex: Male/Female/Others** : _____
6. **Nationality** : _____
7. **Religion** : _____
8. **Mother Tongue** : _____
9. **Marital status: Unmarried/
Married** : _____

10. (i) Mobile Number: _____ (ii) Email ID : _____
11. Are you a member of SC/ST/OBC/PwBD/ExSM : _____
(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)

Sl. No.	Examination Passed	School/College/University	Year of Passing	Division/Grade	Special Subjects or field of Specialization
1					
2					
3					
4					
5					

* Use separate sheet if needed

13. Training Details:

14. 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
			Date of Joining	Date of Leaving			
1							
2							
3							
4							

- 15. Knowledge of Computer : _____
- 16. Presently Employed in : _____
- 17. Present Basic Pay : _____
- 18. Pay Band with Grade Pay/
Pay Scale and Pay Level : _____
- 19.a) Present Designation : _____
- b) Current Job Responsibilities : _____
- 20. Languages known : _____

Sl. No.	Read	Write	Speak

- 21. NOC attached: YES/NO : _____
- 22. Vigilance Clearance certificate attached: YES/NO: _____
- 23. 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.

(Full Signature of the Applicant)

Date: _____

Place: _____

**VIGILANCE CLEARANCE CERTIFICATE AND INTEGRITY CERTIFICATE
BY THE CANDIDATES IN-SERVICE**

This is to certify that Dr./Sh./Smt. is presently holding the post of on regular basis in our Organization/Department/Institute.

It is further certified that no vigilance /disciplinary case is either pending or contemplated against him /her. The integrity of the officer is also certified.

Signature of the competent authority with office stamp

Dated: _____

Place: _____