

भारतीय सांख्यिकीय संस्थान INDIAN STATISTICAL INSTITUTE

203, बी. टी. रोड, कोलकाता – 700 108 / 203, B. T. Road, Kolkata- 700 108
(An Autonomous Body funded by Ministry of Statistics and Program Implementation, GoI)
(सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय द्वारा वित्तपोषित एक स्वायत्त निकाय, भारत सरकार)



No.PU/507/ADV/ 958

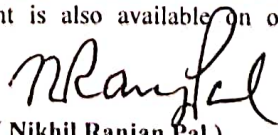
17 March 2022

ADVERTISEMENT

Indian Statistical Institute (ISI), Kolkata is inviting applications for the recruitment of **One (01) Project-Linked Administrative Staff** on purely temporary basis to work in a project titled “Advanced Machine Learning Techniques for Cryptanalysis”, funded by Defence Research and Development Organisation (DRDO), in the Centre for Artificial Intelligence and Machine Learning (CAIML) of the Institute.

- Qualifications** : **Essential:** Bachelor's degree in any discipline with at least 50% marks at secondary, higher secondary and undergraduate levels and minimum 2 years of experience of office management in any Government/PSU/Autonomous/Private organizations including Institutes and Universities. **Note: Candidates not having the essential qualifications need not apply.**
- Desirable:** Knowledge in computer operation; well versed with Microsoft Office, Google apps; experience in drafting emails, accounting, eProcurement, handling eGovernance platforms, AMC management, meeting management, and likes.
- Job responsibility** : The candidate is expected to provide all sorts of administrative support for the smooth functioning of the project. This includes, but not limited to, maintenance of different registers; recording of inventory, income-expenditure, and correspondence; purchase of items through eGovernance platforms including GeM and arranging Annual Maintenance Contracts (AMCs); preparation of stipend bills; generation of reports for various purposes; organizing meetings/workshops; receiving visitors and catering to their needs.
- Pay** : ₹20000/- (Rupees twenty thousand only) per month (consolidated with no other allowances).
- Tenure of appointment** : **The appointment will initially be for ten (10) months from the date of joining in the Institute, which may be extended later/ terminated earlier, depending on availability of funds and performance of the candidates.**
- Age** : Should not exceed 35 years as on 01 March 2022, with usual relaxation for SC/ST/OBC/Women and differently abled candidates. Age relaxation may be given to outstanding candidates or candidates with relevant experience.

Eligible and interested candidates are required to fill in the Google Form at <https://forms.gle/dTOXxTRNVHB6KW4x8> and upload a covering letter addressed to the Head, Centre for Artificial Intelligence and Machine Learning (CAIML), Indian Statistical Institute, with current resume (signed) in English, which is required to include (a) Name (in block letters), (b) Permanent/ Present Address, (c) E-mail Address, (d) Telephone/Mobile No., (e) Parent's/Spouse's Name, (f) Date of birth, (g) Academic Qualifications (with percentage of marks/ grades obtained in each examination from 10th standard onwards), (h) Experience (if any), (i) Aadhar Card No., (j) SC/ST/OBC/Differently abled status including self attested soft copies of all documents/ testimonials latest by 31 March 2022. At the time of joining, selected candidate(s) have to produce all relevant documents/testimonials in original for verification and a medical certificate of fitness from the Medical Officer of the Institute. Failing this, the institute will offer the position to the next candidate in the merit list prepared for this purpose. A resume with incomplete information will be summarily rejected. Shortlisting of eligible candidates for interview (online or in person) will be done based on academic credentials, relevant experience and/or a skill test. The interview (online or in person) date will communicated only to the shortlisted candidates in due time, maintaining all preventive measures to prevent the spread of COVID-19 Global epidemic as directed by the Government of India. For any query/clarification, please email to caiml@isical.ac.in with the subject line “DRDO – Administrative Staff”. The Institute reserves the right not to appoint any of the above. This advertisement is also available on our website www.isical.ac.in/jobs.


(Nikhil Ranjan Pal)

Head

Centre for Artificial Intelligence and Machine Learning

- Copy to :
1. Co-ordinator, Centre for Artificial Intelligence and Machine Learning (CAIML)
 2. All Heads of Division/Departments/Sections/Units etc. for circulation amongst the workers and NOTICE BOARD.
 3. In-Charge, Despatch Section for arranging circulation accordingly.
 4. Director's Office (5) CE (A&F)'s Office.
 6. No.PU/507/ADV/ (7) No.PU/509/PROJECT-ADV-SC/.

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