



INDIAN STATISTICAL INSTITUTE
203 B.T. ROAD, KOLKATA – 700108
(An Autonomous Institute funded by MoSPI, Government of India)

Advertisement No. REC-7/2020-4, KOL

Date: 18.07.2020

*THE INSTITUTE STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE
AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY*

The Institute invites applications for one post of **DEPUTY CHIEF EXECUTIVE (ADMINISTRATION) 'B' on deputation** basis.

Place of posting: The selected candidate will be preferably posted in Kolkata, Headquarter or any other centre of the Institute as per the requirement of the Institute.

For Deputation: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department, shall ordinarily not exceed three years. The pay of the officer selected 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.

As per DoPT OM dated 17.06.2010 HRA, TA, CEA, LTC, Joining Time Pay, Travelling Allowances and Transfer TA would be regulated with mutual consent of the lending & borrowing organizations.

PAY LEVEL: ₹1,23,100-2,15,900 in Pay Level 13 plus other admissible allowances (7th CPC).

AGE: For Deputation: Below 56 years as on 01.07.2020.

QUALIFICATIONS and EXPERIENCE:

(A) (i) holding analogous posts on regular basis in the parent cadre or department

OR

(ii) With five years of service in Pay Level 12 in the pay matrix ₹78800-209200/- or equivalent, rendered after appointment thereto on regular basis in the parent cadre or department

AND

(B) 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 scale of pay of ₹15600-39100 and grade pay ₹7600 (Pay Level 12) 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 sections in General administration and to render all assistance to the Chief Executive (Administration and Finance) in all matters of general administration, personnel management etc. He will coordinate with the Deputy Chief Executive A posted in the outlying centres as and when advised by the Chief Executive (A & F). He shall be responsible for smooth functioning of various offices in administration and shall supervise the work of the Senior Administrative Officers/Administrative Officers posted under him. He shall also carry out any other work assigned to him by higher authority.

The application along with self-attested copies of all documents/testimonials, should reach the **Chief Executive (A&F)**, Indian Statistical Institute, 203, B. T. Road, Kolkata – 700 108 **within 60 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 for 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 closing date of the advertisement. The Institute reserves the right to consider applications forwarded by the Central and State Government departments at any stage of its process. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for. It may please be noted that the applications received through e-mail or fax shall be summarily rejected. 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 test/interview.

Chief Executive (A&F)

Format of Application

The Chief Executive (A&F)

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

Recent
Photograph
with signature

Sir,

Sub.: **Application for the post of Deputy Chief Executive (Administration) 'B' in ISI**

This has reference to your advertisement published in _____ on _____ in connection with recruitment to the post of Deputy Chief Executive (Administration) 'B' in Indian Statistical Institute on **DEPUTATION** basis

2. I would like to apply for the post of Deputy Chief Executive (Administration) 'B' in ISI on **Deputation**.

The required details are furnished below:

1. Name of the post applied for :
2. Name & Address (in block letters) :
3. Date of birth (in Christian Era) :
4. Age as on 1st July 2020 :
5. Date of retirement under central/ state government/
central autonomous bodies rules :
6. Educational and other Qualifications :
7. Whether Educational and other qualifications required for the post satisfied:

Qualification/Experience required	Qualification/Experience possessed by the Officer

8. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

9. Details of Employment in chronological order: Enclose a separate sheet duly authenticated by your signature if the space below is insufficient

Office/Instt./Orgn.	Post held	From	To	Scale of Pay/ Basic Pay	Nature of duties

Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated below:

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

10. Nature of present employment – Ad-hoc/ Temporary/ Permanent :
11. In case the present employment is held on deputation/ contract basis please state
- a. The date of initial appointment :
- b. Period of appointment on deputation/ contract :
- c. Name of the parent office/ organization to which you belong :
12. Please state whether working under: (a) Central Government (b) State Government (c) Universities (b) recognised Research Institutions (e) Central Autonomous Bodies :
13. Are you in revised scale of pay? Give the date from which the revision took place and also indicate the pre-revised scale :
14. Total emoluments per month now drawn :
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient :
16. Whether belong to SC/ST :
17. Complete official address of the candidate including telephone number :

Date:

Yours faithfully,

Signature of the applicant

Integrity Certificate

After scrutinizing the service records of Shri /Smt /Ms.....working as....., it is certified that there is no doubt about his /her integrity.

Authorised Signatory
Name and Designation of the Officer
With Seal

Major/Minor Penalties Certificate

This is certified that no major /minor penalties have been imposed on Shri /Smt /Ms.working as during the last ten years.

Authorised Signatory
Name and Designation of the Officer
With Seal

Vigilance Clearance Certificate

This is to certify that neither Vigilance case /disciplinary /criminal proceedings are pending nor contemplated against Shri /Smt..... working as.....He /She is clear from Vigilance angle.

Authorised Signatory
Name and Designation of the Officer
With Seal