

INDIAN STATISTICAL INSTITUTE
DELHI CENTRE
7, SJS, SANSANWAL MARG, NEW DELHI 110 016

ADVERTISEMENT

Applications are invited from Indian Nationals for recruitment of following posts for the Delhi Centre:-

Sri No.	Name of post	No. of position	No. of vacancy				Vacancy at	Pay Band & Grade pay
			UR	SC	ST	OBC		
1.	Assistant Librarian	1	-	-	-	1	Delhi	₹ 15600-39100 GP-₹ 6000
2.	Engineering Assistant (Electrical) 'A'	1	1	-	-	-	Delhi	₹ 9300-34800 GP-₹ 4200
3	Engineer (Civil) 'A'	1	-	-	-	1	Delhi	₹ 9300-34800 GP-₹ 4600
4	Office Assistant 'A'	1	1	-	-	-	Delhi	₹ 5200-20200 GP-₹ 2000

For essential qualification, other details please log on to the Institute website www.isid.ac.in and click on administrative announcement. Application in the prescribed format complete in all respects should reach Dy. Chief Executive (Admn), Indian Statistical Institute, 7, S.J.S. Sansanwal Marg, New Delhi-16 within 30 days from the date of publication of this advertisement. The name of the post should be superscribed on the top of the envelope.

Qualification & Experience:

Srl. No. 1 (i) Master's Degree in Library Science/Information Science/ Documentation, or an equivalent professional degree with uniformly good academic record.

OR

At least high second class Master's degree in Arts/Science/Commerce plus at least high Second Class Bachelor's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with uniformly good academic record.

(ii) At least three years' experience in a professional capacity as a Scientific Assistant 'C' or equivalent in a large technical library.

Desirable: Knowledge in computerisation or information technology of a large technical library.

Srl. No. 2 Higher Secondary (10+2) or equivalent with a diploma of at least 3 years of duration in Electrical and one year's practical experience. Supervisor's License (Electrical) will be required.

Srl. No. 3. A good BE or equivalent degree in Civil Engineering. Two years experience is desirable

Srl. No. 4 Graduate in any discipline with knowledge of typing (30 w.p.m.) and Computer Operation or Higher Secondary (10+2) or equivalent with knowledge of typing (30 w.p.m.), Computer Operation and 5 years of experience.

Age: Preferably below 40 years for Srl No. 01, and below 35 years for Srl. No. 2, Srl. No. 3, Sr. No. 4 as on 01.10. 2012. Age relaxation will be given as per rules.

GENERAL INFORMATION FOR APPLICANTS

i) Candidates employed in Government/Quasi Government/Public Sector undertakings should forward their applications through proper channel.

ii) Attested photocopies of documents in respect of qualification, experience and Caste Certificate (for reserved categories only) of the candidate must be submitted along with the application.

iii) Mere fulfillment of minimum qualification and experience requirement for a post does **NOT** entitle the candidate to be called for written test and/or interview. The Institute reserves the right to shortlist and restrict the number of candidates to be called for written test and/or interview to a reasonable limit, on the basis of qualifications and experience. The number and / or level of positions / posts may also vary as per the need of the Institute at the time of recruitment.

iv) A written test may also be conducted before the interview.

v) No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.

vi) Candidates appointed will be governed by the New Contributory Pension Scheme introduced w.e.f. 01.01.2004. Those who are already in CCS pension scheme 1972 will be governed as per rule.

vii) Any subsequent amendments/modifications on this matter will be notified in the Institute website only.

- viii) Reservation for SC/ST/OBC and Persons With Disabilities will be as per Govt. rules.
- ix) The Institute reserves the right to fill or not to fill the posts mentioned above without assigning any reason.
- x) TA/DA will be paid for attending the written test/ interview as per rules in force.
- xi) APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ENTERTAINED.
- xii) The appointment will be governed by the standard terms and conditions as per the Institute rules applicable from time to time.
- xiii) An application submitted in a format other than the specified one and/or without the required documents/testimonials shall be liable for rejection.
- xiv) If any information furnished by the candidates is found false at any stage his/her appointment will be cancelled.

Interested candidates are requested to send their applications, complete in all respect to The Deputy Chief Executive (Admn), Indian Statistical Institute, Delhi Centre, 7, SJS Sansanwal Marg, New Delhi – 110016, within 30 days from the date of publication of this advertisement, super scribing the name of the post on top of the envelope in a prescribed form downloadable from the website: www.isid.ac.in The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.

Head, Delhi Centre

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7, SJS, SANSANWAL MARG NEW DELHI 110 016

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTERS

Paste/affix
passport size
recent photo.
Do not staple
The photograph

1. **Post applied for** _____

2. **Name in full (in block letters) Mr./Mrs./Miss**

(first name) (middle name) (surname)

3. **Father's Name:** _____

4. **Permanent Address:** _____

5. **Address for communication:**

_____ Pin Code : _____

Phone (Residential): _____ Phone Office: _____ Mobile: _____

E-mail address: _____

6. **Date of birth** _____ 7. **Sex: Male/Female**

8. **Nationality** _____ 9. **Religion** _____

10. **Mother tongue** _____ 11. **Marital status: Unmarried/Married**

12. **Category: SC/ST/OBC/General**
(Strike out whichever is not applicable. Attach attested copy of relevant
Certificate from appropriate authority for other than General Category)

13. Particulars of academic qualifications S.S.C./ Matriculation onwards. Attach copies of marks/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/ Grade	Special subjects or field of specialisation	School/ College/ University

14. Training Details (including in-service training leading to a Diploma)

15. Knowledge of computer

16. Presently employed in

17. Present Basic ₹ _____ 18. Pay band ₹ _____

19. Grade pay ₹ _____

20. Current job responsibilities: _____

21. Previous employment details (please list all jobs held by you)

No	Name & address of employer	Designation & Nature of duties	Period of employment Indicating pay band and duration of current Grade Pay should be clearly mentioned		Total salary		Reason for leaving
			From	To	Beginning	Final	

22. Languages known

S.No.	Read	Write	Speak

23. Details of supervisor's licence (electrical) in case of Engineering Assistant (Electrical) 'A'

24. Any other information you wish to add

Declaration: I hereby declare that all the statements made above/information given above are true and correct to the best of my knowledge and belief and I also declare that there is no disciplinary proceedings either contemplated or initiated against me.

(Place)

(Date)

(Full signature of the applicant)