

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

ADVERTISEMENT

Applications are invited from Indian Nationals for recruitment of following post for the Delhi Centre of the Institute.

Srl No.	Name of post	No. of position	No. of vacancy				Vacancy at	Pay Band & Grade pay
			UR	SC	ST	OBC		
1	Scientific Assistant 'A' (Library)	1	1	-	-	-	Delhi	₹ 9300-34800 + GP-₹ 4200

Qualification & Experience:

A master's degree (10+2+3+2) in Library and Information Science (M.L.I.Sc) or equivalent; or Honours Degree (10+2+3) in Library and Information Science with two years' experience; or a degree (10+2+2) and a diploma of at least one year's duration in Library and Information Science from a recognized institution and two years' experience, or a Higher Secondary (10+2) certificate and a Diploma in Library and Information science of atleast three years' duration from a recognized institution and two years experience; or other equivalent degree/Diploma in library and information science from a recognized institution with adequate experience.

Knowledge of computer operation and application software (Library and Information Science) is necessary. If a candidate does not fulfil this requirement but otherwise found very suitable, he/she may be provisionally appointed in the post but he/she shall have to fulfil this requirement before his/her confirmation in the category.

Age: Below 35 years as on May 01, 2014. Age relaxations would be given as per govt. rules.

GENERAL INFORMATION FOR APPLICANTS

- i) Candidates employed in Government/Quasi Government/Public Sector undertakings should forward their applications through proper channel or bring No Objection Certificate, if called for interview failing which they will not be interviewed nor be paid the TA/DA for attending the interview.
- 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 an interview. The Institute reserves the right to shortlist and restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience.
- 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
- vii) Any subsequent amendments/modifications on this matter will be notified in the Institute website only.
- viii) Relaxation of age to Persons With Disabilities and Ex-serviceman would be applicable 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.
- xv) All the material pertaining to the recruitment of above post would be kept for a period of two years from the date of publication of advertisement after which it would be destroyed.

Interested candidates are requested to send their applications complete in all respects to The Administrative Officer, Personnel Unit, Indian Statistical Institute, Delhi Centre, 7, SJS Sansanwal Marg, New Delhi – 110016 within 30 days from the date of publication of this advertisement, superscribing the name of the post on top of the envelope in a prescribed Application Form. The prescribed Application form can be downloaded by logging on the website : www.isid.ac.in and click on Administrative Announcements and Tenders. The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.

Head, Delhi Centre

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PLEASE FILL UP THE APPLICATION IN CAPITAL LETTERS

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: _____

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

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.
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(a). Presently employed in _____ (b) w.e.f. _____
17. Present Basic ₹ _____ 18. Pay band ₹ _____
19. Grade pay ₹ _____
- 20(a). Present designation: _____

(b) Job Responsibilities: _____

21. Previous employment details (please list all jobs held by you starting from the current job) Use separate sheet if needed

No	Name & address of employer	Designation & Nature of duties	Period of employment should be clearly mentioned		Total salary		Reason for leaving
			From	To	Beginning	Final	

22. Languages known

S.No	Language	Read	Write	Speak

23. 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)