INDIAN STATISTICAL INSTITUTE
DELHI CENTRE
7, S.J.S. SANSANWAL MARG, NEW DELHI – 110 016

Applications are invited from Indian Nationals for recruitment to the following contractual positions in the Indian Statistical Institute, Delhi Centre at 7, SJS, Sansanwal Marg, New Delhi – 110 016

SL. NO	CATEGORY	MINIMUM ELIGIBILITY CONDITION	Consolidated Pay per month
1.	Scientific Assistant (Library)	A mater's degree(10+2+3+2) in Library & Information Science or Bachelor's degree (10+2+3) in Library & Information Science with 2 yrs experience. Knowledge of computer operation and application software(Library and information science) is essential	Rs. 26,000/- to 29,000/- Per month
2.	Gardener	Minimum School Final (10th level) with at least two yrs experience at renowned Nusery/Horticultural Society	Rs. 16,000/- to 17,000/- per month.
3.	Assistnat Cook	Minimum School Final (10th level) passed with at least 2 yrs experience in the relevant field, preferably in Govt/Autonomous/Public Sector Undertaking/Educaitonal Institute	Rs. 16,000/- to 18,000/- per month.
4.	Multi-Tasking Staff	Minimum School Final (10th level) passed with at least 2 yrs experience in serving of foods and beverages and cleaning/washing of crockeries,utensils and all other cooking implements in a Govt./Autonomous/Public Undertaking/Educational Institute	Rs. 15000/- per month.

Job Responsibilities: Please visit our website www.isid.ac.in and click on Administrative Announcements & Tenders

Age: Below 40 years as on 1st January, 2016 in respect of all the categories stated above.

Relaxation: Educational qualifications may be relaxed for people having at least 3 yrs experience in Government/Autonomous/Public Sector Undertaking or Educational Institute. The age relaxation may be given to outstanding candidates.

Tenure: Tenure of appointment will be for a period of one year only. Tenure may be extended (upto a maximum of 2 more years) depending upon the need of the Institute and performance of the candidate. Number of positions to be filled will depend upon the need of the Institute. Interested candidates may send their filled in application form in the prescribed format available in our website www.isid.ac.in under Administrative Announcements & Tenders along with attested copies of all documents/ testimonials along with their mobile number super scribing the name of the post on the top of the envelope to The Officer on Special Duty (OSD), Delhi Centre, Indian Statistical Institute, 7, S.J.S. Sansanwal Marg, New Delhi – 110 016. The last date for receipt of applications is 15 days from the date of publication of advertisement. **Preference will be given to candidates who can join immediately.**   The Institute reserves the right to fill or not to fill the posts advertised**.** If any candidate intends to apply for more than one post, separate applications should be sent for each post.

Head, Delhi Centre

INDIAN STATISTICAL INSTITUTE
DELHI CENTRE

JOB RESPONSIBILITIES OF SCIENTIFIC ASSISTANT (LIBRARY), GARDENER, ASSISTANT COOK, MTS

Scientific Assistant: Assistance in scientific/technical work, research projects, carrying out technical work related to Library and the Repro-Photographic Unit including computerization, providing relevant technical and other services (including information services) to the users and carrying out any technical/analytical/other work as may be assigned to him from time to time.

Gardener: He shall make new gardens, lawns and maintain the existing gardens and lawns in the campus of the Institute. He shall prepare land/farm land including tilling and ploughing, sowing, planting, crop cutting and nursing of different crops, plants, flowers etc. He shall also be responsible for maintaining campus greenery and farms. He shall have to operate pump (220v) for watering purpose and do all other jobs relating to gardens/farms.

Assistant Cook: He shall prepare all food items (Indian, Continental, Chinese dishes etc.) and beverages etc. It shall be his duty to ensure proper quality and hygiene of raw materials/ingredients for preparation/serving. He shall ensure cleanliness and hygiene upkeep of the kitchen, utensils and all materials for cooking. He shall supervise the workers under him. He shall be on shift and roster duty.

Multi-Tasking Staff (MTS) This time: Two years' experience in serving of foods and beverages and cleaning/washing of crockery, utensils and all other cooking implements in a Govt/Autonomous/Public Undertaking/Educational Institute.

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PLEASE FILL UP THE APPLICATION IN CAPITAL LETTERS

**APPLICATIONS FOR THE CONTRACTUAL POSITION OF SCIENTIFIC
ASSISTANT(LIBRARY)/GARDENER/ASSISTANT COOK/MULTI TASKING STAFF(MTS)**

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

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

13. Category:_____

14.   Presently employed in _____(b) w.e.f._____

15.   Salary details_____

16.a)   Present designation:_____

  (b)   Job Responsibilities:_____

18. 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	

19. Languages known

S.No	Language	Read	Write	Speak

20. 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.

_____   _____   _____

(Place)   (Date)   (Full signature of the applicant)