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

<table>
<thead>
<tr>
<th>SL. NO</th>
<th>CATEGORY</th>
<th>MINIMUM ELIGIBILITY CONDITION</th>
<th>Consolidated Pay per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scientific Assistant (Library)</td>
<td>A master’s degree(10+2+3+2) in Library &amp; Information Science or Bachelor’s degree (10+2+3) in Library &amp; Information Science with 2 yrs experience. Knowledge of computer operation and application software(Library and information science) is essential.</td>
<td>Rs. 26,000/- to 29,000/- Per month</td>
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<tr>
<td>2.</td>
<td>Gardener</td>
<td>Minimum School Final (10th level) with at least two yrs experience at renowned Nursery/Horticultural Society</td>
<td>Rs. 16,000/- to 17,000/- per month.</td>
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<td>3.</td>
<td>Assistant Cook</td>
<td>Minimum School Final (10th level) passed with at least 2 yrs experience in the relevant field, preferably in Govt/Autonomous/Public Sector Undertaking/Educational Institute</td>
<td>Rs. 16,000/- to 18,000/- per month.</td>
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<td>4.</td>
<td>Multi-Tasking Staff</td>
<td>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</td>
<td>Rs. 15000/- per month.</td>
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</tbody>
</table>

Job Responsibilities: Please visit our website [www.isid.ac.in](http://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 application form in the prescribed format available in our website [www.isid.ac.in](http://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.
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:**

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**

<table>
<thead>
<tr>
<th>No.</th>
<th>Examination</th>
<th>Year of admission</th>
<th>Year of passing</th>
<th>Division/Grade</th>
<th>Special subjects or field of specialisation</th>
<th>School/College/University</th>
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13. **Category:**

14. **Presently employed in** (b) w.e.f.____________

15. **Salary details**

16. **a) Present designation:**

(b) **Job Responsibilities:**

Paste/affix passport size recent photo. Do not staple the photograph.
18. Previous employment details (please list all jobs held by you starting from the current job) Use separate sheet if needed

<table>
<thead>
<tr>
<th>No</th>
<th>Name &amp; address of employer</th>
<th>Designation &amp; Nature of duties</th>
<th>Period of employment should be clearly mentioned</th>
<th>Total salary</th>
<th>Reason for leaving</th>
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<td>From</td>
<td>To</td>
<td>Beginning</td>
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19. Languages known

<table>
<thead>
<tr>
<th>S.No</th>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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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)