The Institute invites applications from dynamic persons for the post of **CHIEF EXECUTIVE (ADMINISTRATION & FINANCE)** on deputation basis from Central or State Government for a period of three years, initially and extendable for another two years. **PAY BAND:** Rs.37400-67000 along with Grade Pay of Rs.8900/- per month plus other admissible allowances at Central Government rates. **AGE:** Preferably below 55 years. **QUALIFICATIONS:** A good post-graduate degree in any discipline with a degree/diploma in management, relaxable in case of (i) a candidate having outstanding administrative ability and (ii) an officer on deputation from Government offices. The candidate should be tactful and experienced in personnel, financial and materials management as well as in general administration including public relations. Thorough knowledge of Government rules and regulations is essential. Interest in science and competence to handle highly responsible administrative assignments are important requirement. Competence in modern administrative practices including use of computers in all functional areas of management would be considered as an added qualification. The candidate must have occupied very senior position for at least 10 years in administration in Government/autonomous bodies or in reputed academic/research institutions out of which (i) at least 3 years should be in the pay band of Rs. 37400-67000 and Grade pay of Rs.8700/- or above or (ii) at least 6 years should be in the pay band of Rs.15600-39100 and Grade pay of Rs.7600 or above.

**JOB DESCRIPTION:** To be in overall charge of general administration, personnel management (other than scientific & academic personnel), security, budget, finance and accounts of the Institute. The incumbent who must be a dynamic and result-oriented person having sufficient experience to run independently similar type of office/institution, shall report directly to the Director of the Institute. He shall render all necessary assistance to the Director in the matter of general administration, personnel management, budget and financial matters relating to the Institute including those of scientific divisions, outlying offices, branches and centre of the Institute. He shall exercise all powers as laid down in the Standing Service Orders (SSO) and, also such powers, as delegated to him by the Director from time to time on financial and administrative matters. Being the principal officer in overall control of administrative services division, he shall function as the Member-Secretary of the JCC (Non-Scientific) and act as the Non-member Secretary of the Council. He shall liaise with the concerned ministries in Central Government, other bodies, committees etc. as and when necessary.

Typed applications in **English** only, duly signed by the candidate, should contain (1) Name and Address (in block letters), (2) Father’s/Husband’s Name, (3) Date of Birth, (4) Qualification, (5) Experience, (6) Present Pay band and (7) Post applied for. The application, along with attested copies of all documents/testimonials, should reach the Director, Indian Statistical Institute, 203, B. T. Road, Kolkata – 700 108 **within 30 days** from the date of publication of this notification. An application received in any format other than the one specified above and without the required documents/testimonials shall be liable for rejection. The applications should be routed through proper channel. The Institute reserves the right to consider applications forwarded by the Central and State Government departments at any stage of its process. Short listed candidates may be called for an interview.

(Immediate)

(Director)