

**INDIAN STATISTICAL INSTITUTE**

203, B.T. ROAD, KOLKATA - 700 108

**ADVERTISEMENT NO. REC-4/2017- 1 KOLKATA****DT : 20.04.2017**

Srl. No.	Post	Qualification/Experience	Pay Band	No. of Post
1.	<b>Chief Librarian</b>	(i) A Master's Degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. (ii) At least thirteen years experience as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian. (iii) Evidence of innovative library service and organization of published work. <b>Desirable</b> : A M.Phil/Ph.D Degree in Library Science/ Information Science/ Documentation/Archives and Manuscript - keeping.	₹37400-67000 & AGP ₹10000	1 (UR)
2.	<b>Deputy Librarian</b>	(i) A Master's Degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record. (ii) Five years experience as an Assistant University Librarian/ College Librarian. (iii) Evidence of innovative library service and organization of published work and professional commitment, computerization of Library. <b>Desirable</b> : A M.Phil/ Ph.D Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript - keeping/ Computerization of library.	₹15600-39100 & AGP ₹ 8000	1 (UR)
3.	<b>Assistant Librarian</b>	(i) A Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. (ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. (iii) However, candidates, who are, or have been awarded Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET. Internal candidates of the Institute if any will be governed by the Institute eligibility criteria as per Category Manual 1998.	₹15600-39100 & AGP ₹ 6000	1(UR) 1(OBC)

**Age limit** : Age should not exceed 55 years for the post of Chief Librarian and Deputy Librarian. For the post of Assistant Librarian age should not exceed 50 years. **The age limit for all the posts will be reckoned as on 1st May, 2017.**

**Relaxation** : Upper age limit is relaxable by 5 years for candidates belonging to SC/ST and 3 years for OBC (Non-creamy layer) respectively for the posts reserved for them. Relaxation of age for Persons with Disabilities shall be as per Government of India rules.

**GENERAL INFORMATION FOR APPLICANTS**

- i) Candidates employed in Government/ Quasi Government/ Public Sector Undertakings should forward their applications through proper channel or produce NO OBJECTION CERTIFICATE from the employer at the time of interview/written test failing which they will not be allowed for appearing in the interview/written test.
- ii) The posts of Chief Librarian & Deputy Librarian are for ISI Headquarters, Kolkata and the posts of Assistant Librarian are for ISI Headquarters, Kolkata and ISI, Bangalore centre respectively.
- iii) Self Attested photocopies of testimonials in respect of age, qualification, experience and Caste Certificate (for reserved categories only) of the candidates must be submitted along with the application. OBC (Non-creamy layer) candidates applying for the post reserved for OBC should submit with his/her application a copy of the certificate regarding his/her "OBC status and Non-creamy layer status" issued on or before the closing of the application as per the notice. The certificate submitted should **preferably be as per the format given in G.I., D.O.P.T., O.M. No.36036/2/2013-Estt. (Res.), dated 30.05.2014.** If any of the selected candidates, found to have submitted his OBC (Non-creamy layer) certificate in any other format, with the applications, he will be required to submit a fresh certificate in the above format, issued by the competent authority, before joining the Institute.
- iv) Mere fulfilment of minimum qualification and experience required 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 and in such case recruitment will be made from the panel **up to 31st March, 2018** and reservation will be maintained accordingly.
- v) A written test may also be conducted before the interview.
- vi) No correspondence will be entertained from the candidates for selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- vii) Candidates appointed will be governed by the New Contributory Pension Scheme introduced with effect from 01 January 2004. Those who are already in CCS Pension Scheme 1972 will be governed as per rule.
- viii) Any subsequent amendments/modifications of this advertisement will be notified in the Institute website ([www.isical.ac.in/jobs.php](http://www.isical.ac.in/jobs.php)) only. Candidates are advised to visit the site on their own interest regularly.
- ix) Reservation for SC/ST/OBC and Persons with Disabilities will be as per Govt. rules.
- x) The Institute reserves the right to fill or not to fill the posts mentioned above without assigning any reason.
- xi) **APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ENTERTAINED.**
- xii) Selected candidates will be governed by the rules and regulations of the Institute as amended from time to time.
- xiii) An application submitted in any 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 candidate is found to be false at any stage his/her appointment will be cancelled.
- xv) The applicants are required to pay a non-refundable application fee of ₹ 300/- (for General & OBC Candidates) in form of Demand Draft (DD) drawn in favor of Indian Statistical Institute, payable at Kolkata. Applicant should mention their particulars (Name, & position applied for) on the reverse of the DD. No fees are required to be paid by SC/ST/PwD and women candidates.

**Interested candidates are requested to send their applications, complete in all respect to The Senior Administrative Officer, Personnel Unit, 203, B.T. Road, Kolkata - 700108, latest by 31.05.2017, superscribing the name of the post on top of the envelope in a prescribed form downloadable from the website: [www.isical.ac.in/jobs.php](http://www.isical.ac.in/jobs.php). The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.**  
**CHIEF EXECUTIVE (ADMINISTRATION & FINANCE)**

**INDIAN STATISTICAL INSTITUTE**  
203, BARRACKPORE TRUNK ROAD, KOLKATA-108

Paste/affix  
passport size  
recent photo

1. Post applied for \_\_\_\_\_

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

\_\_\_\_\_ (first name) \_\_\_\_\_ (middle name) \_\_\_\_\_ (surname)

3. Permanent Address:

4. Address for communication:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin code: \_\_\_\_\_

Phone (Residential): \_\_\_\_\_ Phone (Office): \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

5. Date of birth \_\_\_\_\_ 6. Sex: Male/Female \_\_\_\_\_

7. Nationality \_\_\_\_\_ 8. Religion \_\_\_\_\_

9. Mother tongue \_\_\_\_\_ 10. Marital status: Unmarried/Married

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC/PWD Yes/NO  
(Attest copy of relevant certificate from appropriate authority).

12. 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 filed of specialisation	School/College/University

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Knowledge of computer : \_\_\_\_\_

15. Presently employed in \_\_\_\_\_

16. Present Basic ₹ \_\_\_\_\_ 17. Pay band ₹ \_\_\_\_\_ 18. Grade pay ₹ \_\_\_\_\_

19. Current job responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Previous employment details (please list all jobs held by you. Use separate sheet if needed)

No.	Name & address of employer	Designation & Nature of duties	Period of employment		Total Salary		Reason for leaving
			From	To	Beginning	Final	

21. Languages known

No.	Read	Write	Speak

22. 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 pending against me.

(Place)

(Date)

(Full signature of the applicant)