



INDIAN STATISTICAL INSTITUTE
203, B. T. Road, Kolkata – 700 108
(An Autonomous Institute funded by MoS&PI, Government of India)

Advertisement No. REC-11/2021-4, KOL

Date: 20.11.2021

The Institute invites applications from eligible Indian Nationals for **One** post of **Deputy Chief Executive (Finance) 'A'** reserved for Scheduled Caste (SC) on **Direct recruitment** basis in Kolkata, Headquarter.

PAY LEVEL: ₹78800 - 209200/- in Pay Level 12 plus other admissible allowances.

AGE: Preferably below 50 years as on 01.11.2021. (Upper age limit is relaxable by 5 years for candidates belonging to SC category in respect to posts reserved for them).

QUALIFICATIONS and EXPERIENCE for DIRECT RECRUITMENT:

A good Bachelor's degree in any discipline with ACA/AICWA/MBA (Finance)/SOGE and 10 years of experience in a responsible position in accounts and finance in Government/autonomous bodies or in reputed academic/research institutions out of which 5 years should be in Pay Level-11 in the pay matrix ₹67700-208700/- (Pre-revised Pay Scale ₹15600-39100 + GP 6600) or above.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

JOB DESCRIPTION:

To be in overall independent charge of the accounts department including preparation and submission of final accounts of the Institute, checking and passing of bills and vouchers, submission of monthly/quarterly progress report of expenditure to the higher authorities, dealing with provident fund, cash & bank transactions, tax matters and general administration of the department. He shall liaise with banks, financial institutions, Government departments and coordinate with the branches and centres in the matter of finance and timely submission of accounts of expenditure. It shall be his responsibility to get the annual accounts audited in time. It shall also be his responsibility to deal with the Audit objections and submission of proper reply thereof in respect of both statutory and Government audit. He shall supervise the work of the Senior Accounts Officers/Accounts Officers posted under him and report to the Chief Executive (Administration and Finance). He shall also carry out any other work assigned to him by higher authority.

Interested candidates are requested to send their applications along with self-attested copies of all documents/testimonials and copies of last FIVE years APAR (if available) to the Chief Executive (A&F), Indian Statistical Institute, 203, B. T. Road, Kolkata –700 108, within 20th December 2021 through SPEED POST only.

Applications received after the closing date will not be entertained. The Institute under any circumstances will NOT be responsible for any sort of postal delay/delivery.

An application received in any format other than the one specified above and without the required documents/testimonials shall be liable to rejection.

Chief Executive (Administration & Finance)

The Chief Executive (A&F)
Indian Statistical Institute
203, B.T. Road
Kolkata – 700 108.

Please affix
recent passport
size photo.

Sir,

Sub.: Application for the post of Deputy Chief Executive (Finance) 'A' in ISI.

This has reference to your advertisement published in _____ on _____ in connection with recruitment to the post of Deputy Chief Executive (Finance) 'A' on **Direct Recruitment** basis.

I would like to apply for the post of Deputy Chief Executive (Finance) 'A' in ISI on **Direct Recruitment** basis.

The required details are furnished below:

1. **Name in Full** : _____
(in block letters) Mr./Mrs./Miss (First name) (Middle Name) (Last Name)
2. **Permanent Address** : _____

3. **Address for Communication** : _____

4. **Date of Birth (DD/MM/YY)** : _____
5. **Sex: Male/Female/Others** : _____
6. **Nationality** : _____
7. **Religion** : _____
8. **Mother Tongue** : _____
9. **Marital status: Unmarried/
Married** : _____

10. (i) Mobile Number: _____ (ii) Email ID : _____

11. Are you a member of Scheduled Caste : _____
Yes/No (Attach self-attested 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:

Sl. No.	Examination Passed	School/College/University	Year of Passing	Division/Grade	Special Subjects or field of Specialization
1					
2					
3					
4					
5					

* Use separate sheet if needed

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

14. Previous employment details (in chronological order) Use separate sheet if needed

Sl. No.	Name & Address of Employer	Designation	Period of Employment		Pay Scale/ Pay Level	Nature of Duties	Reason for Leaving
			Date of Joining	Date of Leaving			
1							
2							
3							
4							

- 15. Knowledge of Computer : _____
- 16. Presently Employed in : _____
- 17. Present Basic : _____
- 18. Pay Band/Pay Scale : _____
- 19. Grade pay/Pay Level : _____
- 20.a) Present Designation : _____
- b) Current Job Responsibilities : _____
- 21. Languages known : _____

Sl. No.	Read	Write	Speak

- 22. NOC attached: YES/NO : _____
- 23. Any other relevant information : _____

Declaration:

I hereby certify that the above particulars mentioned in the application are correct and true to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature of appointment is liable to be cancelled/terminated. I am willing to serve at any Centre/Branch/Units of the Institute. I agree that the Institute has the right to transfer me to any Centre/Branch/Units as and when required.

(Full Signature of the Applicant)

Date: _____

Place: _____

INDIAN STATISTICAL INSTITUTE

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

GENERAL INSTRUCTIONS TO APPLICANTS

1. Interested candidates must apply only through the prescribed application format available in the Institute website : www.isical.ac.in/jobs.
2. Candidates who are employed in Government/Autonomous bodies/Public Sector Undertakings/ Semi Government should forward their applications through proper channel or bring **No Objection Certificate** from their employer if called for the Interview failing which they will not be allowed to appear for Interview.
3. The upper age limit as specified in the advertisement will be reckoned as on 01.11.2021.
4. Self-attested photocopies of testimonials in respect of age (X/XII Std. certificate or Birth Certificate issued by the Registrar of Births and Deaths or Transfer/ School leaving/ Matriculation Certificate issued by the school last attended/recognized educational board), qualification, experience, Caste Certificate (for reserved categories only), Disability (40% or more) certificate must be submitted along with the duly filled in application form.
5. Experience certificate issued by the competent authority should clearly indicate the dates (from and to) stating nature of job performed by the applicant.
5. Mere fulfillment of minimum qualification and experience required for the post does not entitle the candidate to be called for 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 appropriate qualifications and experience. The Institute may hold a written test if required. The number of vacant position/post is tentative and may vary as per the need of the Institute at the time of recruitment. The Institute reserves the right to fill or not to fill the post mentioned above without assigning any reason.
7. No correspondence will be entertained from the candidates regarding their test/selection/appointment. Canvassing in any form will disqualify a candidate.
8. The Selected candidates will be governed by the rules and regulations of the Institute as amended from time to time.
9. Candidates appointed will be governed by the National Pension Scheme introduced with effect from 01.01.2004.
10. Reservation for SC/ST will be as per Government of India rules. The applicants should be in possession of the certificates in the prescribed format in support of their claim.

11. **E-Mail ID and Mobile Number:** The E-mail ID and Mobile Number entered/written in the application form should remain valid/active until final selection.
12. **PHOTOGRAPH:** One recent coloured photograph preferably with white background to be pasted in the blank space provided in the application format.
13. Any subsequent amendments/modifications of this advertisement will be notified in the Institute's website only. Candidates are advised to visit the site regularly.
14. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
15. An application received in any format other than the one specified above and without the required Documents/Testimonials shall be liable to rejection.
16. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

Applications received after the closing date will not be entertained. The Institute under any circumstances will NOT be responsible for any sort of postal delay/delivery.

Interested candidates are requested to send their applications along with self-attested copies of all documents/testimonials, to the Chief Executive (A&F), Indian Statistical Institute, 203, B. T. Road, Kolkata– 700108, within 20th December 2021 through SPEED POST only.

Chief Executive (Administration & Finance)