

INDIAN STATISTICAL INSTITUTE  
203, BARRACKPORE TRUNK ROAD  
KOLKATA -700 108

**GENERAL INSTRUCTIONS TO APPLICANTS**

- a) Interested candidates must apply only through electronic application form (ONLINE) by clicking on the hyperlink "APPLY ONLINE" provided in <http://www.isical.ac.in/~isirecruit/>
- b) **The link shall be active from 19.09.2017 (12:00Hrs) to 17.10.2017 (16:00Hrs)**
- c) Candidates who are employed in Government/Quasi Government/Public Sector Undertakings should apply online and also bring No Objection Certificate from their employer if called for the interview/written test failing which they will not be allowed to appear for interview/written test.
- d) The upper age limit as specified in the advertisement will be reckoned as on 01.12.2016.
- e) 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/recognised educational board), qualification, experience, Caste Certificate (for reserved categories only), Disability (40% or more) certificate and payment details must be submitted by post along with the signed copy of print out of the application.
- f) Experience wherever prescribed means experience gained AFTER acquiring the prescribed essential qualification. Experience certificate issued by the competent authority should clearly indicate dates (from and to) stating nature of job performed by the applicant.
- g) 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 appropriate qualifications and experience. The number of positions/posts may also 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 posts mentioned above without assigning any reason.
- h) A written test may also be conducted before the interview.
- i) No correspondence will be entertained from the candidates regarding their selection/ test/interview/appointment. Canvassing in any form will disqualify a candidate.
- j) The selected candidates will be governed by the rules and regulations of the Institute as amended from time to time.
- k) Candidates appointed will be governed by the New Contributory Pension Scheme introduced w.e.f. 01.01.2004.
- l) Any subsequent amendments/modifications in this advertisement will be notified in the Institute website (<http://www.isical.ac.in/~isirecruit/>) only. Candidates are advised to visit the site regularly.
- m) Reservation for SC/ST/OBC/Persons with Disabilities will be as per Government of India rules.

- n) The applicants are required to pay a non-refundable application fee of ₹300/- (for each post) including GST if any plus Bank admissible charges (applicable for General & OBC candidates only).
- o) Payment Instructions:
- Application fee of ₹300/- (**SC/ST/PH and women candidates are exempted from paying fees.**) has to be paid through the “State Bank Collect” website of ISI recruitment portal. Application fee can be paid Online/Offline, **two working days after submission of the application form.**
  - Online payment can be made by using Debit/Credit Card/Net banking. Keep the print out of transaction details for future reference.
  - Offline payment can be made by cash only at any branch of SBI.  
For offline payment: The applicant will have to download and print the Bank Payment Challan from the State Bank Collect website. The applicant should proceed to a SBI branch, two working days after submission of the application form. Applicant will have to pay the application fee and the bank charges in cash only. After making payment the bank will return the applicant's copy of the Challan which must be retained by the candidate.
- p) **Valid E-Mail ID and Mobile Number:** The E-Mail ID and Mobile Number entered in the application form should remain valid/active until final selection.
- q) **PHOTOGRAPH:** One recent coloured photograph preferably with white background to be scanned and uploaded in the online application form. The size of the photograph should be between 20KB to 50KB and Formats: bmp, png, jpg, jpeg, gif.
- r) **SIGNATURE:** Signature (in Black ink) against white background of the applicant to be scanned and uploaded in the online application form. The size of the signature should be between 10KB to 30KB and Formats: bmp, png, jpg, jpeg, gif.  
Candidates must ensure that the signatures are identical throughout the recruitment process.
- s) **Important Instructions for Filling Online Form:**
- An applicant will have to first register on the Recruitment portal of Indian Statistical Institute by submitting certain basic information - Name, Mobile Number and Email ID.
  - The e-mail Id will be set as user Id of the applicant.
  - Upon successful registration, the applicant will receive an e-mail into his/her registered e-mail address with user name and password information.
  - After registration, an applicant would have to log into the newly created account for filling in the application form. They may opt to change the system generated password as per applicant's convenience.
  - Mark sheets to be kept ready for reference.
- t) All queries and requests related to recruitment must be sent to [recruitmentsupport@isical.ac.in](mailto:recruitmentsupport@isical.ac.in).

**Candidates who have submitted their application ONLINE are requested to send a signed copy of print out of the application, payment details along with all requisite documents to The Senior Administrative Officer, Personnel Unit, Indian Statistical Institute, 203, B.T. Road, Kolkata-700108, latest by 03<sup>rd</sup> November 2017, super scribing the name of the post on top of the envelope. The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.**

**Chief Executive (A & F)**