

**INDIAN STATISTICAL INSTITUTE****Chennai Centre****ADVERTISEMENT No. REC-02/2013-14/ CHENNAI**

Applications are invited from Indian nationals for the recruitment of following posts in Indian Statistical Institute at Chennai Centre.

Sl. No.	Name of Post	No. of Position	No. of Vacancy				Vacancy at	Pay Band & Grade Pay
			UR	SC	ST	OBC		
1	Office Assistant 'A'	1	1	-	-	-	Chennai Centre	Rs. 5200 – 20200 + GP Rs. 2000

**Qualification and Experience:**

**Sl. No. 1.** Graduate in any discipline with knowledge of typing (30 w.p.m) and computer operation or (2) Higher Secondary (10+2) or equivalent with knowledge of typing (30 w.p.m.), computer operation and 5 years' of experience with knowledge of computer operation.

**Age:** Below 35 years.

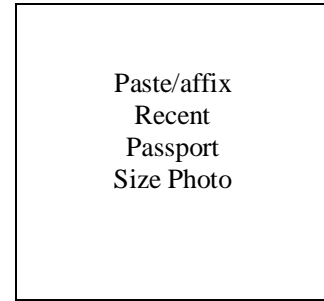
**GENERAL INFORMATION FOR APPLICANTS**

- i) Candidate employed in Government/Quasi Government/Autonomous organization/Public Sector undertaking should forward his application through proper channel or bring no objection certificate, if called for interview.
- ii) Attested photocopies of documents in respect of qualifications, experiences and caste certificate (for reserved categories only) of the candidate must be submitted along with application.
- iii) Mere fulfilment of minimum qualification and experience requirements 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 restricts the number of candidate's 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 as per the need of the Institute at the time of recruitment.
- iv) A written test may also be conducted before the interview.
- v) No correspondence will be entertained from the candidates for selection/test/Interview/ appointment. Canvassing in any form will disqualify a candidate.
- vi) Candidates appointed will be governed by the New Contributory Pension Scheme introduced w.e.f. 01.01.2004. Those who are already in CCS pension scheme 1972 will be governed as per rule.
- vii) Any subsequent amendments/modifications etc. On this matter will be notified in the institute website only.
- viii) The Institute reserves the right to fill or not to fill the posts, mentioned above without assigning any reason.
- ix) **APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ENTERTAINED.**
- x) The appointment will be governed by the standard terms and conditions as per the Institute rules applicable from time to time.
- xi) An application submitted in a format other than the specified one and/or without the required documents/testimonials shall be liable for rejection.
- xii) If any information furnished by the candidates is found false at any stage his/her appointment will be cancelled.

**Interested candidates are requested to send their application, complete in all respect to Administrative Officer, Chennai Centre, Indian Statistical Institute, SETS Campus, MGR Knowledge City, CIT Campus, Taramani, Chennai 600 113, latest by 28<sup>th</sup> February 2014, superscribing the name of the post on top of the envelop in a prescribed form downloadable from the website: [www.isichennai.res.in](http://www.isichennai.res.in). The Institute will **NOT** be responsible under any circumstances for any sort of postal delivery/delay.**

# INDIAN STATISTICAL INSTITUTE

Chennai Centre, SETS Campus,  
MGR Knowledge city, CIT Campus, Taramani  
Chennai-600113.



Paste/affix  
Recent  
Passport  
Size Photo

1. Post applied for .....

2. Name in full (in block letters) Mr/Mrs./Miss. \_\_\_\_\_  
(First Name) (Middle name) (Sur name)

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  
( Please attach copy of relevant certificate from appropriate authority).

12. Particulars of academic qualifications. SSC/Matriculation onwards. Attach copies of marks/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/ Grade	Special Subjects or field of specialisation	School/College / University

13. Training Details (including in-Service/Training leading to a Diploma)

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

14. Knowledge of Computer: \_\_\_\_\_

15(a) .Presently employed in \_\_\_\_\_ (b) w.e.f. \_\_\_\_\_

16. Present Basic Rs. \_\_\_\_\_ 17: Pay Band: Rs \_\_\_\_\_ 18: Grade Pay Rs. \_\_\_\_\_

19.( a) Present designation \_\_\_\_\_

(b) Job responsibilities \_\_\_\_\_

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

No.	Name & Address of Employer	Designation	Period of employment		Total Salary ( With Break up)		Nature of Duties	Reason for Leaving
			From	To	Beginning	Final		

21. Languages Known

Language	Read	Write	Speak

22. Any other information you wish to add in support of your candidature \_\_\_\_\_

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)