

INDIAN STATISTICAL INSTITUTE

Bangalore Centre
8th Mile Mysore Road, R.V. College Post,
Bangalore-560 059

ADVERTISEMENT

Applications are invited from Indian Nationals for recruitment of following posts for the Bangalore Centre of ISI

Srl No.	Name of post	No. of position	No. Of Vacancy				Vacancy at	Pay Band & Grade pay
			UR	SC	ST	OBC		
1.	Accounts Officer	1	-	1	-	-	Bangalore Centre	Rs.15600-39100 GP-Rs.5400
2.	Assistant Librarian	1	-	-	-	1	Bangalore Centre	Rs.15600-39100 GP-Rs.6000
3.	Office Assistant 'A'	1	-	-	-	1	Bangalore Centre	Rs.5200-20200 GP-Rs.2000

For essential qualification and other details please log on to the Institute website www.isibang.ac.in
Application in the prescribed format should reach **The Head, ISI Bangalore Centre, 8th Mile, Mysore Road, R.V. College Post, Bangalore 560059** on or before **30 days of publication of this advertisement.**

Qualification & Experience:

Srl. No.1. A good Bachelor's degree with ACA/AICWA/MBA (F) or Commerce graduate with SOGE.

Experience for Accounts Officer: At least 5 years' of experience in supervisory position in the pay band of Rs.9300-34800/- plus grade pay of Rs.4600/- or in the pre revised scale of pay of Rs.6500-10500/- or above in the Government, public sector undertaking, autonomous organizations, reputed academic/research institutions. Thorough knowledge of Government rules and regulations are essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Srl. No.2(i) Master's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with uniformly good academic record.

Or

At least high second class Master's Degree in Arts/Science/Commerce plus at least high Second Class Bachelor's Degree in Library Science/Information Science/Documentation or an equivalent professional degree with uniformity good academic record.

(ii) At least three years' experience in a professional capacity as a Scientific Assistant 'C' or equivalent in a large technical library.

Desirable: Knowledge in computerisation or information Technology of a large technical Library.

Srl. No.3 Graduate in any discipline with knowledge of typing (30 w.p.m) and Computer operation or Higher Secondary (10+2) or equivalent with knowledge of typing (30 w.p.m), Computer Operation and 5 years of experience.

Age: Preferably below 40 years as on **31st December 2011** (for Srl. No. 1 & 2) and Below 35 years as on **31st December 2011** (for Srl. No.3). Age relaxation will be given as per rules.

GENERAL INFORMATION FOR APPLICANTS

- i) Candidate employed in Government/Quasi Government/Public Sector undertaking should forward their applications through proper channel or bring no objection certificate, if called for interview.
- ii) Attested photocopies of documents in respect of qualification, experience and Caste Certificate (for reserved categories only) of the candidate must be submitted.
- iii) Mere fulfilment of minimum qualification and experience requirements for a post does NOT entitle the candidate to be called for an interview. The Institute reserves the right to shortlist and restricts the number of candidate's interview to a reasonable limit, on the basis of qualification 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) Competent authority may relax the experience in deserving cases if exceptionally qualified & suitable otherwise.
- 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 w.e.f. 01.01.2004.
- viii) Any subsequent amendments/modifications etc. On this matter will be notified in the institute website only.
- ix) Reservation for Persons with Disabilities (PWD) will be as per Govt. Orders in vogue.
- x) The Institute reserves the right to fill or not to fill the posts mentioned above without assigning any reason.
- xi) TA/DA will be paid for attending the interview as per rules in force.
- xii) NO APPLIACTION WILL BE ENTERTIANED BEYOND THE SCHEDULED DATE.
- xiii) The appointment will be governed by the standard terms and conditions as per the Institute rules applicable from time to time.
- xiv) An application if received in any format other than what is specified and without the required documents/testimonials shall be liable for rejection.
- xv) 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 applications, complete in all respect to **the Head, Indian Statistical Institute, Bangalore Centre at the above address** latest by **30 days** from the publication of this advertisement (on **11.1.2012** in **The Hindu & The Deccan Herald**) super scribing the name of the post on top of the envelope in a prescribed form downloadable from the website: www.isi.bang.ac.in. The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.

INDIAN STATISTICAL INSTITUTE

8TH MILE MYSORE ROAD, R.V. COLLEGE POST
BANGALORE – 560 059

Paste/affix
passport size
recent photo

1. (a) Post applied for _____

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

_____ (first name) _____ (middle name) _____ (surname)

3. Address for communication :

_____ Pin code: _____

Phone (Residential): _____ Phone (Office): _____ Mobile: _____

E-mail address: _____

4. Date of birth _____ 5. Sex: Male/Female

6. Nationality _____ 7. Religion _____

8. Mother tongue _____ 9. Marital status: Unmarried/Married

10. Are you a member of Scheduled Caste / Scheduled Tribe/ OBC? Yes/No

11. Particulars of academic qualifications S.S.C./Matriculation onwards. Attach attested 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

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

13. Presently employed in _____

14. Present Basic ` _____ 15. Pay band ` _____ 16. Grade pay ` _____

17. Current job responsibilities: _____

18. Previous employment details (please list all jobs held by you)

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

19. Languages known

No.	Read	Write	Speak

20. 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 initiated against me.

(Place)

(Date)

(Full signature of the applicant)