



INDIAN STATISTICAL INSTITUTE

203, B.T. Road, Kolkata-700108

Advertisement No. REC-01/2025-1, KOL

Date: 01.01.2025

The Indian Statistical Institute (ISI), an Institute of National Importance under the aegis of Ministry of Statistics & Programme Implementation, Government of India, invites applications for engagement of **Academic Coordinator** at its Headquarters at Kolkata on contract basis, initially for the period of ONE year. The contract may be terminated earlier or extended further on mutually agreed terms and conditions based on satisfactory performance and medical fitness of the candidate and requirement of the Institute.

Indian citizens meeting the following eligibility criteria are requested to apply for the said post by filling up the prescribed application form which is attached herewith. The duly filled in application form along with the relevant self-attested documents **in support of age, educational & professional qualifications, experience and identity proof, etc.** is to be sent to the email id: hrdunit@isical.ac.in on or before **27.01.2025**. The candidates are advised to submit all the requisite documents in a single pdf file along with the application form.

1. **JOB DESCRIPTION:** Handling of academic programmes including management of computer systems (especially in Microsoft Office) and database, communication with international students, supervision and coordination with other office staffs and technical personnel, consultation with the faculty members, accounts, liaison with delivery platform vendor.
2. **ESSENTIAL QUALIFICATIONS & EXPERIENCE:**
 - BE/ B.Tech/ MSc/ MCA/ MBA or equivalent degree,
 - Excellent knowledge of MS Office and database applications,
 - Good writing and verbal skills
 - At least 3 years of experience matching the job description preferably in student/ public dealing positions
3. Remuneration: Rs. 40,000 to Rs. 60,000 per month (consolidated) depending on qualification and experience. No other perks/ benefits or allowances will be admissible.
4. **AGE LIMIT:** Should not exceed 45 years as on 31/12/2024. Age relaxation may be given to outstanding candidates with relevant experience.
5. **TERMS AND CONDITIONS OF ENGAGEMENT:**
 - a. Working hours: The Academic Coordinator shall be required to observe the normal office timing of the Institute and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
 - b. Paid leave of absence may be allowed at the rate of 1.5 days for each completed calendar month of service. Leave accumulated at the end of the contract, if any, will lapse.
 - c. If the engaged coordinator remains absent beyond the period of paid leave in a month, his/her remuneration shall be deducted on pro-rata basis.
 - d. Statutory deductions shall be made as per rules.

- e. No TA/DA shall be admissible for joining the assignment or on its completion. However, the coordinator shall be allowed TA/DA for travel inside the country in connection with official work, if any.
- f. Termination Notice: The institute may terminate the contract at any time without giving any notice, if:
 - i. The coordinator is unable to address the assigned work.
 - ii. Quality of the assigned work is not to the satisfaction of the controlling officer/competent authority of the institute.
 - iii. The coordinator is found lacking in honesty and integrity.
 - iv. The competent authority of the institute may also terminate the contract at any time without assigning any reason.
- g. Conflict of Interest: The coordinator shall, in no case, represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute, nor will he indulge in any activity outside the terms of the contract.
- h. Non-disclosure of Official Secrets: During the period of assignment with ISI, Kolkata, it is likely that the coordinator may come across certain information of important or secret nature. The coordinator would, therefore, be subjected to the provisions of the Indian Official Secrets Act, 1923, not only during the period of engagement, but also thereafter. The coordinator shall execute a bond in this respect on a non-judicial stamp paper of value Rs. 10 at the time of joining.
- i. The coordinator will work under the supervision and control of the Dean of Studies, ISI.
- j. Issues not covered above, if any, shall be guided by the Government of India rules on the subject from time to time.
- k. Any dispute arising out of this engagement will have legal jurisdiction under the courts of Kolkata only.