

## **Format of Application**

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

Please affix  
your recent  
passport size  
photo here.

Sir,

With reference to the advertisement no REC-01/2026-1 KOL dated 22/01/2026 published in the Employment News on 24/01/2026, I would like to submit my application for the post of \_\_\_\_\_. The required information are furnished below:

1.	Name in full (in block letters) Mr./Mrs./Ms.		
	_____ (first name)	_____ (middle name)	_____ (last name)
2.	Permanent Address: _____ _____ _____ Pin code: _____		
3.	(a) Address for communication: _____ _____ _____ _____ Pin code: _____ (b) Phone (Residential): _____ (c) Phone (Office): _____ (d) Mobile Number: _____ (e) E-mail Id: _____		
4.	Date of BIRTH: _____		
5.	Sex (Male/Female): _____		
6.	Nationality: _____		
7.	Religion: _____		
8.	Mother Tongue: _____		
9.	Marital Status (Married/Unmarried)		
10.	Category (UR/SC/ST/OBC-NCL/PwBD/ExSM/EWS): _____ (Attach self-attested copy of relevant certificate from appropriate authority)		

11. Particulars of academic qualifications from S.S.C./Matriculation onwards. Attach copies of marks/grade sheets and certificates (*Use separate sheet if needed*).

Sl. No.	Examinations Passed	Board/Council/University	Year of passing	Division/Grade	Subjects Studied

12. 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 Appointment (Regular/Deputation/Contract)	Nature of Duties
			From	To			

**13. Applicable only for the post of Section officer.** Please clarify your eligibility for the purpose of experience in the pay scale/pay level with roles and responsibilities [Applicable only for the posts of Section Officer (Accounts)/ Section Officer (General)]:

Sl. No.	Required experience	Pay scale/ pay level	Period		Roles and responsibilities in supervisory position
			From	To	
1.	5 years should be in the Pay Level-6 in the pay matrix of Rs. 35,400-1,12,400/- (Pre-revised Pay Band of Rs. 9,300-34,800 + GP 4200/-) or above				

**14. Training Details (Use separate sheet if needed):**

Sl. No.	Title of Training	Period of Training		Training Conducted by
		From	To	

15.	<p>Knowledge of computer [Not Applicable for the posts of Carpenter 'A', Electrician 'A', Driver 'A', Operator-Cum-Mechanic (Lift) 'A' &amp; Cook 'A']:</p> <ol style="list-style-type: none"> <li>1. MS Word</li> <li>2. MS Excel</li> <li>3. MS PowerPoint</li> <li>4. Any other (Please specify)</li> </ol>
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16.	Present employer: _____		
	Present Basic Pay: _____		
	Pay Scale/Pay Level: _____		
	Present Designation: _____		
	Nature of Duties: _____		
17.	Languages known: (Put ✓ mark)		
	Language	Read	Write

18. NOC/Vigilance Clearance Certificate attached (YES / NO)	(Put ✓ mark)
19. Were you ever discharged or dismissed from any previous employment (YES / NO)	(Put ✓ mark)
20. Whether any penalty (major/minor) was imposed on you during the service: (YES / NO)	(Put ✓ mark)
21. Application fee payment transaction id/UTR No.:	

**Declaration:**

I hereby certify that the above particulars mentioned in the application form are correct and true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Full signature of the applicant)