

### GENERAL INSTRUCTIONS TO THE APPLICANTS

1. The applicant must be a citizen of India.
2. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must fulfil the eligibility criteria as on the closing date of receipt of applications, failing which their applications will be rejected.
3. The applicants are required to pay a non-refundable application fee excluding bank charges, if any, as mentioned below:

Category of Applicant	Application Fee (Rs.)
General/EWS/OBC/Ex-Servicemen	500/-
SC/ST	250/-
Female Applicants/PwBD	NIL

**The application fee shall be paid through the payment link provided separately in the website.**

Payment Link: <https://formbuilder.ccavenue.com/live/indian-bank/indian-statistical-institute-kolkata/application-form-12>

4. The Transaction No. and Date of the application fee paid should be mentioned in the respective column in the application format and a copy of the payment receipt should be enclosed with the application form.
5. No TA/DA shall be paid for attending any stage of the selection process.
6. In case of any inadvertent error in the process of selection, which may be detected at any stage even after the issuance of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the applicants.
7. The Institute shall verify the documents submitted by an applicant and his/her character & antecedents at the time of appointment and/or during the tenure of the service. In case it is detected that any of the documents submitted by the candidate(s) is false, or the character & antecedents report reveal anything adverse or he/she has suppressed or misrepresented any information then his/her candidature/services will be liable to be terminated forthwith.
8. The candidates selected will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01.01.2004.
9. The applicants serving in Government/Public Sector Undertakings /Autonomous and Statutory Bodies must send their applications THROUGH PROPER CHANNEL or submit No Objection Certificate (NOC) at the time of appearing in the written test/trade test.
10. The filled in applications, in the prescribed format, along with the self-attested copies of certificates in support of age, educational qualifications, experience, caste, disability certificate, etc., should be sent so as to reach to the Chief Executive (A&F), Indian Statistical Institute, 203, B. T. Road, Kolkata –700108 through **SPEED POST/REGISTERED POST within 30 days from the date of publication of this advertisement in Employment News**. The name of the post applied for should be superscribed on the envelope. Applications received late, incomplete applications and applications without supporting documents will not be considered. The Institute will not be responsible for any postal delay.
11. Mere possession of the essential qualification and experience will not entitle any candidate the right to be considered eligible for the post. The final list of candidates called for written test and trade test will be based on the short listing of candidates by a duly constituted Screening Committee/Selection Committee. Only short listed candidates will be communicated and no interim correspondence will be entertained. The number of vacant positions/posts are tentative and may vary as per the need of the Institute at the time of appointment. The Institute reserves the right to fill or not to fill any or all the posts mentioned in the advertisement without assigning any reason.
12. The cutoff date for educational qualifications, experience and upper age limit will be reckoned as on the last date of receipt of applications. The crucial date for verification of OBC-NCL status will be the date of appointment.
13. Relaxation in upper age limit and reservation policy is applicable as per the Government of India norms. For reserved category applicants valid caste certificates should be attached along with the application form.
14. No age relaxation will be given to reserved category applicants against unreserved posts.
15. Female applicants are encouraged to apply.
16. The candidates applying against the vacancies reserved for EWS must possess valid Income and Asset Certificate issued by the Competent Authority.
17. Persons with Benchmark Disabilities (PwBD) with minimum 40% disability under the specified categories as per the Government of India rules are encouraged to apply under the respective reservation categories for the advertised posts, if any.
18. Canvassing in any manner will disqualify a candidate from the selection process.
19. The current pay and allowances, etc. are admissible as per the Institute's norms. Other benefits include NPS, Medical Reimbursement, LTC, etc. as per the rules of the Institute.
20. All educational, professional and technical qualifications should have been acquired from a recognized Board/University/Institute.

21. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
22. The call letter/admit card for the written test/skill test/job suitability test, as applicable, along with the detailed instructions, will be communicated through e-mail to the shortlisted candidates through their registered e-mail ID. In addition, the list of the provisionally shortlisted/ selected candidates will be uploaded on the Institute's website. No interim correspondence will be entertained from the applicants regarding the conduct of the written test/ skill test, or reasons for not being called for the next round. Candidates are advised to visit the Institute's website regularly for any further updates.
23. The Institute reserves the right to decide upon the qualifying marks of written test/ skill test/ job suitability test, or any other mode of the selection process, as may be decided by the Institute.
24. Interested candidates must apply only through the prescribed application format available on the Institute's website: [www.isical.ac.in/jobs](http://www.isical.ac.in/jobs). An application received in any format other than the one specified above and without the required documents/testimonials shall be liable to rejection.
25. ISI will retain the data of this recruitment process for a period of one year after completion of the process, i.e., the declaration of the final results. Thereafter, no queries on the subject shall be entertained.
26. The scheme of the Examination and Syllabus will be placed on the ISI website.
27. **E-mail ID and Mobile Number: The E-mail ID and Mobile Number entered/ written in the application form should remain valid/ active until final selection. All communications from this end with regard to this recruitment process will be made through e-mail only provided by the applicant in his/her application.**
28. One recent passport size coloured photograph preferably with white background to be pasted in the blank space provided in the application format.
29. Any subsequent amendments/ modifications of this advertisement will be notified on the Institute's website only. Applicants are advised to visit the website regularly.
30. If any information furnished by an applicant is found to be false at any stage, his/her candidature/appointment will be cancelled.
31. Admission of an applicant to any stage of the selection process will be purely provisional, subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issuance of a registration certificate/ call letter to an applicant will not imply that he/she has been found eligible.
32. Any dispute with regard to the selection/recruitment process as per this advertisement will be subject to the Courts having jurisdiction over Kolkata.
33. In case any applicant wishes to apply for more than one post, separate application forms along with requisite fees need to be submitted for each post.
34. **The Applicants, who submit their applications against this recruitment advertisement, will be presumed to have accepted the terms and conditions specified herein.**

NB: A link for online submission of applications may be available shortly. The intending applicants are requested to refer to this website. The applicants, however, may submit physical applications in the prescribed format through speed post/registered post.

**Chief Executive (Administration & Finance)**