



INDIAN STATISTICAL INSTITUTE
R. C. Bose Centre for Cryptology and Security
203, B.T. ROAD, Kolkata- 700 108

Advertisement No. REC-06/2023-1, KOL

Date: 10/06/2023

The R. C. Bose Centre for Cryptology and Security established at the Indian Statistical Institute, invites applications from eligible Indian nationals for recruitment to the position of **ACCOUNTS OFFICER** on Direct Recruitment basis.

Accounts Officer – (Pay Scale: ₹ 56,100 - 1, 77,500/- in Pay Level 10)

Vacancy: 01(UR)

Minimum Qualifications: A good Bachelor's degree with ACA/AICWA/MBA(F) or commerce graduate with SOGE. At least 5 years of experience in supervisory position in the Pay Level 7 (Pre-revised Pay Band 9300-34,800 and Grade Pay 4600) or above in Government, Public Sector Undertakings, Autonomous organizations, reputed academic/research Institutions.

Thorough knowledge of Government rules and regulations is essential. Familiarity with the use of computers in accounts would be considered as an added qualification.

Age: Preferably below 40 years.

N.B.: Selected candidate may be posted in Kolkata Headquarters.

Age Relaxation: Relaxation of age for Government employees shall be as per Government directives.

Sd/-
Chief Executive (Administration & Finance)

INDIAN STATISTICAL INSTITUTE
203, B. T. ROAD, KOLKATA -700 108

GENERAL INSTRUCTIONS TO THE APPLICANTS

1. Interested candidates must apply only through the prescribed application format available in the Institute's website: www.isical.ac.in/jobs.
2. Candidates who are employed in Government, Public Sector Undertakings, Autonomous organizations, reputed academic/research Institutions should forward their applications through proper channel or bring **No Objection Certificate** from their employer if called for the written test and or interview failing which they will not be allowed to appear for written test and or interview.
3. The upper age limit as specified in the advertisement will be reckoned as on 01.06.2023.
4. Self-attested photocopies of testimonials in respect of age (X/XII Std. certificate or Birth Certificate issued by the Registrar of Births and Deaths or Transfer/ School leaving/ Matriculation Certificate issued by the school last attended/recognized educational board), qualification, experience, Caste Certificate (for reserved categories only), Disability (40% or more) certificate must be submitted along with the duly filled in application form.
5. Experience, wherever prescribed, means experience gained after acquiring the prescribed essential qualification. Experience certificate issued by the competent authority should clearly indicate the dates (from and to) stating nature of job performed by the applicant.
6. Mere fulfillment of minimum qualification and experience required for the post does not entitle the candidates to be called for written test and or interview. The Institute reserves the right to shortlist and restrict the number of candidates to be called for written test and or interview to a reasonable limit, on the basis of appropriate qualifications and experience. The number of vacant position/post is tentative and may vary as per the need of the Institute at the time of recruitment. The Institute reserves the right to fill or not to fill the post mentioned above without assigning any reason.
7. No correspondence will be entertained from the candidates regarding their test/selection/appointment. Canvassing in any form will disqualify a candidate.
8. The selected candidate will be governed by the rules and regulations of the Institute as amended from time to time.
9. Candidate appointed will be governed by the National Pension Scheme introduced w.e.f. 01.01.2004.

10. **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.
11. **PHOTOGRAPH:** One recent coloured photograph preferably with white background to be pasted in the blank space provided in the application format.
12. Any subsequent amendments/modifications of this advertisement will be notified in the Institute's website only. Candidates are advised to visit the site regularly.
13. If any information furnished by the candidates is found false at any stage, her/his appointment will be cancelled.
14. **An application received in any format other than the one specified above and without the required Documents/Testimonials shall be liable to rejection.**
15. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
16. **LAST DATE OF SUBMISSION OF APPLICATION IS 30 DAYS FROM THE DATE OF PUBLICATION OF THIS ADVERTISEMENT IN THE EMPLOYMENT NEWS.**
17. **Applications received after the closing date will not be entertained. The Institute under any circumstances will NOT be responsible for any sort of postal delay/delivery.**

Interested candidates are requested to send their applications through Speed/Registered post only in the prescribed form complete in all respect and superscribing the name of the post on top of the envelope to the Senior Administrative Officer, HRD Unit, Indian Statistical Institute, 203, B.T. Road, Kolkata- 700108.

Sd/-

Chief Executive (Administration & Finance)

Format of Application

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

Please affix
recent
passport size
photo.

Sir,

Sub: **Application for the post of Accounts Officer in RCBCCS.**

This has reference to your advertisement published in _____ on _____ in connection with recruitment to the post of Accounts Officer in RCBCCS on **Direct Recruitment** basis.

I would like to apply for the post of Accounts Officer in RCBCCS on **Direct Recruitment** basis.

The required details are furnished below:

1. **Name of the post applied for** : Accounts Officer

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

(first name)	(middle name)	(last name)

3. Permanent Address: _____

4. (a) Address for communication:

_____ Pin code: _____

- (b) Phone (Residential): _____ (c) Phone (Office): _____

- (d) Mobile Number: _____

- (e) E-mail Id: _____

5. Date of birth: _____ 6. Sex (Male/Female): _____

7. Nationality: _____ 8. Religion: _____

9. Marital status: Unmarried/Married [Please tick (✓) the appropriate option]

10. Category (UR/SC/ST/OBC-NCL): _____
(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.

Sl. No.	Examination Passed	Board/Council/ University	Year of passing	Division/ Grade	Special Subjects or field of specialization

12. Previous 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 Duties	Reason for leaving
			From	To			

13. Training Details:

14. Knowledge of computer: _____

15. Presently employed in: _____

16. Present Designation: _____

17. Present Basic: _____ 18. Pay Scale: _____ 19. Grade pay/Pay Level: _____

20. Current job responsibilities: _____

21. Languages known:

Sl. No.	Read	Write	Speak

21. NOC and Vigilance Clearance Certificate attached (YES/NO):

22. Were you ever discharged or dismissed from any previous employment:

23. Whether any penalty (major/minor) was imposed on you during the service:

24. Any other relevant information:

Declaration:

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

Date: _____

Place: _____

(Full signature of the applicant)