

भारतीय सांख्यिकीय संस्थान INDIAN STATISTICAL INSTITUTE

203, बी. टी. रोड, कोलकाता - 700 108 / 203, B. T. Road, Kolkata- 700 108
(An Autonomous Body funded by Ministry of Statistics and Program Implementation, GoI)
(सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय द्वारा वित्तपोषित एक स्वायत्त निकाय, भारत सरकार)



No.PU/507/ADV/600


17 November 2021

ADVERTISEMENT

Indian Statistical Institute, Documentation & Information Science Division, Kolkata is inviting applications for the recruitment of three (03) Trainees purely on temporary basis for various functions and services in the Library of the Institute, Kolkata.

- Qualifications:** Post-graduate in Library & Information Science (MLISc) or equivalent with First Class and a Bachelor degree (under 10+2+3 system) from a recognised University/ Institute with consistently good academic record. Candidate with knowledge of MARC21, DDC, Web Design, Dspace and Koha will be given preference.
- Scope:** Trainees will be oriented with various functions and services of the Library.
- Pay:** Consolidated pay of ₹12000/- (Rupees twelve thousand only) per month.
- Tenure of Appointment:** The tenure of appointment initially will be upto **31 March 2022** from the date of his/her joining the Institute which may be extended later/ terminated earlier, depending on availability of funds and performance of the candidates.
- Age:** Should not exceed 35 years as on 01 November 2021, with usual relaxation for SC/ST/OBC and differently abled candidates as per Government of India norms.

Owing to the prevailing COVID-19 crisis, eligible and interested candidates are requested to apply by sending a covering letter to the e-mail: ksatpathy@isical.ac.in mentioning subject as "Application for Trainee" latest by **10 December 2021** addressed to the Chief Librarian, Library, Indian Statistical Institute. The covering letter along with the current resume (signed) of the candidate in English, which is required to include (a) Name (In block letters), (b) Passport size photograph, (c) Permanent/ Present Address, (d) E-mail Address, (e) Telephone/Mobile No., (f) Parent's/Spouse's Name, (g) Date of birth, (h) Academic Qualifications (with percentage of marks obtained in each examination starting from 10th class), (i) Experience (if any), (j) Aadhar Card No., (k) SC/ST/OBC/Differently abled status with self attested scanned copies of all documents/testimonials. At the time of joining, selected candidates have to produce all relevant documents/testimonials in original for verification and a medical certificate of fitness from the Medical Officer of the Institute. Failing this, the institute will offer the position to the next candidate in the merit list prepared for this purpose. CVs with incomplete information or without supporting documents will be summarily rejected. The selected candidates will work from Monday to Saturday (six days a week) and be ready to work in different shifts and weekends on rotation basis if required. No TA/DA will be paid to the candidates for attending the interview. After short listing, venue, mode of interview (online or in person) and time of interview would be informed to the selected candidates via e-mail. Selection of candidates will be based on their consistent good academic record and performance in the interview. For any query/ clarification you may write us at ksatpathy@isical.ac.in. The Institute reserves the right not to appoint any of the above. This advertisement is also available on our website www.isical.ac.in/jobs.


(Kishor Chandra Satpathy)
Chief Librarian

- Copy to :
1. Deputy Librarian, Library, ISI, Kolkata.
 2. All Heads of Division/Departments/Sections/Units etc. for circulation amongst the workers and **NOTICE BOARD.**
 3. In-Charge, Despatch Section for arranging circulation accordingly.
 4. Director's Office (5) CE(A&F)'s Office
 6. No.PU/507/ADV/ (7) No.PU/509/PROJECT-ADV-SC/