INDIAN STATISTICAL INSTITUTE
203, B.T. ROAD, KOLKATA- 700108
(An Autonomous Institute funded by MoS&PI, Government of India)

Advertisement No. REC-02/2026-2, KOL **Date: 19.02.2026**

Indian Statistical Institute, an Institute of National Importance under the aegis of the Ministry of Statistics and Programme Implementation, Government of India, invites applications from persons having experience in Government/Autonomous Bodies or reputed academic/research institutions for direct recruitment to the following posts.

- **Deputy Chief Executive (Administration) 'A': Total vacancy-01 (OBC-NCL: 01)**

Pay Level: ₹ 78,800-2,09,200/- in Pay Level 12 plus other admissible allowances.
Age: Preferably Below 50 years.

- **Administrative Officer: Total vacancy-01 (UR: 01)**

Pay Level: ₹ 56,100-1,77,500/- in Pay Level 10 plus other admissible allowances.
Age: Preferably Below 40 years.

For detailed notification consisting of Eligibility Criteria, Application Form, Reservation and other information, please refer to the Institute's website: www.isical.ac.in/jobs

Last Date of receipt of Applications: **30 days from the date of publication of this advertisement in the Employment News.**

Sd/-
Chief Executive (Administration & Finance)

The applicants should carefully read the "General Instructions" available on the Institute's official website before submitting the application.

1. Deputy Chief Executive (Administration) 'A' (OBC-01)

PAY LEVEL: Rs. 78,800-2,09,200/- in pay level 12 plus other admissible allowances.

AGE: Preferably below 50 years.

MINIMUM QUALIFICATIONS:

A good Bachelor's degree in any discipline with degree/diploma in management or its equivalent and 10 years of experience in administration in Government/autonomous bodies or in reputed academic/research institutions out of which 5 years should be in the Pay Level-11 in the pay matrix Rs. 67,700-2,08,700/- (Pre-revised Pay Scale Rs. 15,600-39,100/- + GP 6600/-) or above. Thorough knowledge of Government rules and regulations is essential. Competence in modern administrative practices including use of computers in all functional areas of management would be considered as an added qualification.

JOB DESCRIPTION: To take independent charge of various sectors in general administration and to render all assistance to the Chief Executive (Administration & Finance) in all matters of general administration, personnel management etc. Dy. Chief Executive (Administration) posted in outlying Centre shall take full administrative responsibility of the centre and report to the Head of the Centre. He/she shall be responsible for the smooth functioning of various offices in administration and shall supervise the work of the Senior Administrative Officers/Administrative Officers posted under him. He/she shall also carry out any other

work assigned to him by higher authority.

2. ADMINISTRATIVE OFFICER (UR-01)

Pay Level: ₹ 56,100-1,77,500/- in Pay Level 10 plus other admissible allowances.

Age: Preferably below 40 years

QUALIFICATIONS & EXPERIENCE:

A good Bachelor's degree in any discipline with diploma in management or equivalent professional qualification. At least 5 years of experience in supervisory level in the scale of Pay Level-7 in the pay matrix ₹ 44,900-1,42,400/- (Pre-revised Pay Scale ₹ 9,300-34,800 + GP 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 administration would be considered as an added qualification.

JOB DESCRIPTION: He shall be placed in charge of one or more section, unit, department, centre etc. and shall work under the overall control of Sr. Administrative Officer or of equivalent or higher rank. He shall be responsible for attendance of staff under him and their performance in day to day work. He may have to work on computerised monitoring system. He shall be required to do all work of a Section Officer in case there is no such official posted in that unit or in case of absence. He shall deal with all correspondence, drafting of replies and initiation of note whenever necessary. He shall be required to maintain official documents including secret/top secret papers. He shall make arrangements for holding meeting and preparing agenda/notes and drawing up of draft proceedings of meetings. He shall render general assistance to his superiors and shall undertake any other work, including staff welfare and public relations, which may be allotted to him from time to time.