



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/ 290

30 June 2022

ADVERTISEMENT

Walk-in interviews will be conducted on 15 July 2022 at 10:00 am at the Centre for Artificial Intelligence and Machine Learning (CAIML), 4th Floor of the S. N. Bose Building, Indian Statistical Institute (ISI), Kolkata for the recruitment of One (01) Project linked Administrative Staff on purely temporary basis to work in a project titled "Advanced Machine Learning Techniques for Cryptanalysis", funded by the Defence Research and Development Organisation (DRDO), in the Centre for Artificial Intelligence and Machine Learning of the Institute. All precautionary measures will be followed to prevent the spread of COVID-19 global pandemic as directed by the Government of India.

- Qualifications** :
- Essential:** Bachelor's degree in any discipline with at least 50% marks at secondary, higher secondary, and undergraduate levels and minimum six months of experience in office management in any Government/ Public Service Undertaking/ Autonomous/ Private organizations including Institutes and Universities.
 - Desirable:** Knowledge in computer operation; well versed with Microsoft Office, Google apps; experience in drafting emails, accounting, AMC management, meeting management, and likes.
- Pay** : ₹20000/- (Rupees twenty thousand only) per month (consolidated with no other allowances).
- Tenure of appointment** : The appointment will initially be for ten (10) months from the date of joining in 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 June 2022, with usual relaxation for SC/ST/OBC/Women and differently abled candidates. Age relaxation may be given to outstanding candidates or candidates with relevant experience.

Eligible and interested candidates are required to bring an application addressed to the Co-ordinator, Centre for Artificial Intelligence and Machine Learning (CAIML), Indian Statistical Institute, with current resume (signed) in English, which is required to include (a) Name (in block letters), (b) Permanent/ Present Address, (c) E-mail Address, (d) Telephone/Mobile No., (e) Parent's/Spouse's Name, (f) Date of birth, (g) Academic Qualifications (with percentage of marks/ grades obtained in each examination from 10th standard onwards), (h) Experience (if any), (i) Aadhar Card No., (j) SC/ST/OBC/Differently abled status including self attested soft copies of all documents/ testimonials. At the time of joining, selected candidate(s) 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. A resume with incomplete information will be summarily rejected. Shortlisting of eligible candidates for interview will be done based on academic credentials, relevant experience and/or a skill test. For any query/clarification, please email to caiml@isical.ac.in with the subject line "DRDO – Administrative Staff". 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.


(Nikhil Ranjan Pal)
Head

Centre for Artificial Intelligence and Machine Learning

- Copy to :
1. Co-ordinator, Centre for Artificial Intelligence and Machine Learning (CAIML)
 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/.