



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)



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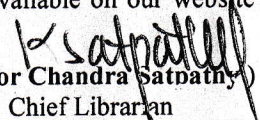
29 August 2025

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The Indian Statistical Institute, Library, Documentation & Information Science Division, Kolkata is looking for **one (01)** young, dynamic, tech-savvy, highly motivated and committed Post Graduates in Archival Studies or Post Graduates in Museology/ History/ Library Science with one year working experience in Archives from recognised Indian universities with consistent good academic record to serve as **Trainee (Archives)** in the Prasanta Chandra Mahalanobis Museum & Archives of the Institute purely on a temporary basis.

- Qualifications:** Post Graduates in Archival Studies (First Class) or Post Graduates in Museology/ History/ Library Science (First Class) with one year working experience in Archives and a Bachelor degree (under 10+2+3 system) from a recognised University/ Institute with constantly good academic record. Candidate with working knowledge of museum & digital preservation will be given preference.
- Scope:** The Trainee will be oriented with various functions & services of the Museum & Archives and will get a chance to learn about Arranging archival files, Recording archival files, Documentation, Managing museum artifacts, High resolution scanning, Digital restoration of archival documentation/ photo etc.
- Pay:** Consolidated pay of ₹15000/- (Rupees fifteen thousand only) per month.
- Tenure of Appointment:** The tenure of appointment initially upto **eight (08) months** 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 22 September 2025, with usual relaxation for SC/ST/OBC/Women and differently abled candidates as per Government of India norms.

Eligible and interested candidates are required to submit their bio-data through e-mail to ksatpathy@isical.ac.in with a copy to liboffice@isical.ac.in on or before **22 September 2025** 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) Aadhaar Card/ Pan Card/ Voter Card, (k) SC/ST/OBC/Differently abled status with self attested scanned copies of all documents/testimonials in a single PDF format.** 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. Mere fulfilling the essential qualification/ experience does not guarantee for selection. No TA/DA will be paid either for attending the interview or joining the post. Written test in the subject area will be held, if required, to shortlist candidates for the interview depending upon the number of candidates. The post(s) in this advertisement are filled-up purely contractual basis & the candidate will have no right to claim for any type of permanent employment under the Indian Statistical Institute, Kolkata or continuation of his/her services in any other project. Please note that the Institute does not have residential facilities for contractual staff. CVs with incomplete information or without supporting documents will be summarily rejected. **The selected candidates has to work from Monday to Saturday (six days a week) and be ready to work in different shifts and weekends on rotation basis if required.** Selection of candidates will be based on their consistent good academic record & performance in the written test & interview. They should also bring/show the original copies of the certificates for verification on the date of interview. The test/ interview date will be communicated to the eligible candidates by e-mail. 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

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