

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

ELECTION/URGENT

No.CAF/Elec/10-3/06

18th April, 2024

OFFICE CIRCULAR

Sub.: Election to various offices of ISI Council in terms of the Regulations and Bye-laws of the Institute for the next two-year term with effect from 18th September, 2024.

1. Steps required for conducting elections are described below:
- 2.1 Professor-in-Charge : A Professor-in-Charge will be elected for a period of two years from amongst Associate Professor (or equivalent) and above, from each of the following Divisions subject to the provisions of clause 3.7.2 of the Bye-Laws which enjoins :

“A worker shall not be eligible for election/selection/appointment as a representative of employees on the Council or as a Professor-in-Charge, Head, SQC & OR or Dean of Studies or as a representative of the DCSW on the Academic Council, if he/she is due to retire on superannuation before the expiry of the stipulated term of his/her office, had he/she been so elected/selected/appointed”.
- 2.2 Professors-in-charge to be elected / appointed from the following Six Divisions :
 - (i) Theoretical Statistics and Mathematics
 - (ii) Applied Statistics
 - (iii) Social Sciences
 - (iv) Biological Sciences
 - (v) Physics and Earth Sciences
 - (vi) Computer and Communication Sciences

All members of the DCSW i.e., workers of the level of Scientific Assistant – ‘C’ (or equivalent) and above are eligible to vote. A Scientific Worker, nominated for election as Professor-in-Charge, will be declared elected if he/she receives three-fourths majority of total eligible voters, failing which the Council shall appoint the Professor-in-Charge provided he/she is not selected for the consecutive terms excepting the persons eligible under clause 6.6.2 of the Bye-Laws of the Institute. Nominations are to be supported by at least three members of the concerned DCSW. along with the consent letter as per specimen attached (Form 2 and Form 2A).


18/04/24

- 2.3 Head of the SQC and OR Division: Head of this Division will be elected for a period of two years from among categories of Technical Officers Gr.I and above or equivalent of the Division subject to the provisions of clause 3.7.2 of Bye-Laws of the Institute, as stated above.

All members of DCSW viz., workers of the level of Technical Officer Gr.II and above of this Division are eligible as voters.

For election/appointment/nomination of Head of the SQC and OR Division, similar procedures are to be followed as mentioned in 2.1 and 2.2.

- 2.4 Representatives of Divisions to the Academic Council : There shall be two representatives from each of the seven Divisions mentioned in 2.2 and 2.3.

Such representatives shall be selected by the respective Divisional Committees of Scientific Workers and must be persons engaged in teaching and/or research of rank below a Professor or equivalent and not below that of a Lecturer or equivalent and shall be members for a term of two years.

All members of DCSW of the concerned Division are eligible as voters and two persons receiving the highest numbers of votes shall be declared elected.

Each nomination should be supported by at least three members of DCSW along with the consent letter as per specimen attached (Form 3 and Form 3A).

- 2.5 One representative of Scientific Workers to the Council of the Institute: There shall be one representative to the Council of the Institute elected for a period of two years, by and from among Scientific Workers in the Library, Documentation and Information Sciences Division or the Computer and Statistical Services Centre or Scientific Workers below the rank of an Associate Professor or equivalent in any other scientific Division subject to the provisions of clause 3.7.2 of the Bye-Laws of the Memorandum of Association (MOA) of the Institute.

Candidate receiving the highest number of votes shall be declared elected. Each nomination should be supported by at least 20 (twenty) Scientific Workers in the above categories along with consent letter as per specimen attached (Form 4 and Form 4A).

- 2.6 One representative from Non-Scientific Workers to the Council of the Institute: There shall be one representative to the Council of the Institute elected for a period of two years, by and from among all Non-Scientific Workers subject to the provisions of clause 3.7.2 of Bye-Laws of the MOA of the Institute as already stated.

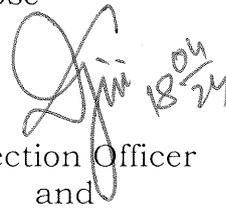
For nomination and election of the representative similar procedure is to be followed as mentioned in para 2.5 but all participants should be Non-Scientific Workers.

3. It may kindly be noted that workers on lien or abroad or on study leave or engaged whole-time in employment, study or research in another

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organization, etc. are not eligible to participate in the election in any way to any of the aforesaid offices. Head of Divisions/Departments/Sections/Units etc. are requested kindly to send lists of such workers, to the undersigned, if any, before 23rd April, 2024.

4. Any person who is on lien or abroad or on study leave or engaged whole-time in employment, study or research in another organization, etc. and if they resume duties before the publication of final voter list then their voting rights has to be taken on count, if they apply before the Election Officer in writing for inclusion of their name(s) in the voter list.
5. After publication of Final Voters' list of the ISI workers, no correction in the lists is generally made except in the cases of death, retirement and resignation/VRS. There will be no exclusion and/or inclusion in the final voter list owing to promotion or joining after fresh recruitment.
6. Nominations are to be submitted after finding names in the final lists of voters, which will be published on 2nd May, 2024.
7. Dates of filing and withdrawal of nominations: The last date of receipt of nominations by the undersigned for the election to the offices mentioned in paragraphs 2.1 to 2.6 is 24th May, 2024 (up to 04-00 p.m.). A person desiring to withdraw his/her nomination should send a written communication so as to reach the undersigned on or before 14th June, 2024 (up to 04-00 p.m.).
8. Details of scrutiny of nominations, publications of valid nominations, polling etc. will be as per the schedule already announced.
9. There shall be no submission of the nomination(s) through online.
10. Everyone concerned is requested to bear with and render all possible assistance and co-operation required for this purpose


Election Officer
and

Senior Administrative Officer

Enclo. : As stated.

- To :
- 1) Director's Office.
 - 2) C.E.(A&F)'s Office.
 - 3) Heads of all Divisions / Departments / Sections / Units etc. and outlying Offices / Branches / Centres who may kindly arrange circulation to the workers.
 - 4) All Notice Boards.

FORM - 2

Nomination Form for Election of Professors-In-Charge/Head of SQC and OR

To
Election Officer
and Senior Administrative Officer
Indian Statistical Institute
203, Barrackpore Trunk Road
Kolkata 700 108.

Dear Sir,

We do hereby nominate Dr./Prof. _____
(Roll No. _____), Designation _____ (Unit/Section) _____
_____ for election as Professor-in-Charge/ Head of _____
_____ Division to the Council for the term 2024 - 2026.

A consent letter of the nominee is enclosed.

Yours faithfully,

1. _____
(Signature with date)

(Full Name in block letters)

(Roll No. and Designation)

(Section/Unit/Division)

2. _____
(Signature with date)

(Full Name in block letters)

(Roll No. and Designation)

(Section/Unit/Division)

3. _____
(Signature with date)

(Full Name in block letters)

(Roll No. and Designation)

(Section/Unit/Division)

Delete the words which are not applicable


18/04
18/24

F O R M - 2A

Consent Letter

I do hereby express my consent for being nominated as Professor-in-Charge / Head of _____
Division for the term 2024 - 2026.

Yours faithfully,

(Signature with date)

(Full name in block letters)

(Roll No.)

Delete the words which are not applicable

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FORM - 3

Nomination Form for Election of the Representatives to the Academic Council

To
Election Officer
and Senior Administrative Officer
Indian Statistical Institute
203, Barrackpore Trunk Road
Kolkata 700 108.

Dear Sir,

We do hereby nominate

(1) Dr./Prof./Mr./Ms. _____

(Roll No. _____), Designation _____ (Section/Unit _____

_____) and (2) Dr./Prof./Mr./Ms. _____

(Roll No. _____) Designation _____ (Section/Unit _____

_____) for election as two representatives on the Academic Council

for the term 2024 - 2026.

Consent letter of the above nominees is enclosed.

Yours faithfully,

1. _____
(Signature with date)

(Full Name in block letters)

(Roll No. and Designation)

(Section/Unit/Division)

2. _____
(Signature with date)

(Full Name in block letters)

(Roll No. and Designation)

(Section/Unit/Division)

3. _____
(Signature with date)

(Full Name in block letters)

(Roll No. and Designation)

(Section/Unit/Division)

Delete the words which are not applicable

[Handwritten Signature]
18/04/24

FORM - 3A

Consent Letter

Dear Sir,

We do hereby express our consent for being nominated as two representatives of _____

Division to the Academic Council for the term 2024 - 2026.

Yours faithfully,

(Signature with date)

(Signature with date)

(Full name in block letters)

(Full name in block letters)

(Roll No.)

(Roll No.)

Delete the words which are not applicable

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FORM - 4

Nomination Form for Election of one Representative from Scientific Workers/Non-Scientific Workers

To
Election Officer,
and Senior Administrative Officer
Indian Statistical Institute
203, Barrackpore Trunk Road
Kolkata 700 108.

Dear Sir,

We do hereby nominate _____
(Roll No. _____), Designation _____ (Section/Unit _____
_____) for election as representative of the Scientific/Non-Scientific
Workers to the Council for the term 2024 - 2026.

A consent letter of the nominee is also enclosed.

Yours faithfully,

1. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

3. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

5. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

7. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

2. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

4. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

6. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

8. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)


18/04/24

9. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

11. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

13. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

15. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

17. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

19. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

21. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

10. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

12. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

14. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

16. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

18. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

20. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

22. _____
(Signature with date)

(Full Name in block letters)

(Roll No., Designation and Unit)

Delete the words which are not applicable

Signature
18/04/24

FORM - 4A

Consent Letter

To
The Election Officer
Indian Statistical Institute
203, Barrackpore Trunk Road
Kolkata 700 108.

Dear Sir,

I do hereby express my consent for being nominated as Representative of the Scientific/Non-Scientific Workers to the Council for the term 2024 - 2026.

Yours faithfully,

(Signature with date)

(Full name in block letters)

(Roll No.)

(Section/Unit etc.)

Delete the words which are not applicable

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