

THE INSTITUTE OF MATHEMATICAL SCIENCES

(An Autonomous Institution, under Dept.of Atomic Energy, Govt.of India)

CIT CAMPUS, THARAMANI, CHENNAI 600 113.

Advt No. 02-A/IMSc/2011

Date: 28/09/11

The Institute of Mathematical Sciences (IMSc), Chennai is a National Institute of higher learning which fosters high quality fundamental research in frontier disciplines of Mathematical Sciences. Applications are invited from the eligible candidates for the admission of “**Administrative Trainee**” to provide the basic input of confidence in the minds of fresh qualified youth and tune them to the practicalities of the working environment which is the stepping stone for any individual. **The period of training will be one year with no guarantee of absorption or continuation or confirmation.**

Sl. No	Educational and other Qualifications	No. of Trainees
1	B.Sc[Maths/Physics] with experience in Computer data processing & operation and office tools such as MS-Office & e-mail.	4
2	B.Com. with experience in Tally, Computer data processing & operation and office tools such as MS-Office & e-mail.	1
3	B.Sc[Maths/Physics] with minimum speed of 30 words per minute in English typewriting and minimum speed of 80 words per minute in English shorthand. Experience in Computer data processing & operation and office tools such as MS-Office & e-mail.	1

Stipend during Training: Rs. 10,000/ per month [consolidated and no other allowances are admissible].

Age Limit: Minimum 18 years and maximum 25 years as on 01.07.2011[Age relaxation admissible to SC/ST/OBC Candidates as per rules subject to submission of proof].

How to apply : Application on a plain paper along with attested photocopies of all certificates as to proof of Date of Birth, Educational Qualifications, Experience, Knowledge of Computer operation skills, Typing & Shorthand, Permanent Address, Address for correspondence with email id, details of Certificates enclosed, affixing passport size photograph should reach **THE REGISTRAR** at the above address **on or before October 14, 2011**. The envelope containing the application should be super-scribed as “**APPLICATION FOR THE POSITION OF ADMINISTRATIVE TRAINEE against Advt. No. 02-A/IMSc/2011**”.

General Conditions:

1. The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for written test/interview. IMSc reserves the right to increase or decrease the number of Trainees without assigning any reason. IMSc also reserves the absolute right to terminate the trainee ship after giving one month's notice without assigning any reason. In case the response is more, the number of candidates to be called for written test/interview will be restricted based on the higher percentage of marks. The decision of the Director of this Institute in all matters will be final and binding on the candidates and no enquiry or correspondence will be entertained in this matter.
2. Only outstation candidates (who belong to SC/ST category) called for written test/interview will be reimbursed to and fro Second Class Railway Fare/Bus Fare by the shortest route from the station of Residence/work place to Chennai on production of tickets.
3. Incomplete or applications not accompanied by attested copies of certificates/photograph shall be summarily rejected.
4. Canvassing in any form will be a disqualification.

sd/-
REGISTRAR