

# THE INSTITUTE OF MATHEMATICAL SCIENCES

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

4<sup>th</sup> Cross Road, CIT Campus, Tharamani, Chennai 600 113.

Advt No./25 R/IMSc 2015

11<sup>th</sup> November 2015

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. The Institute is fully funded by the Department of Atomic Energy, Govt. of India. [Please visit our website “[www.imsc.res.in](http://www.imsc.res.in)” for more details].

We propose to induct “**Administrative Trainees**” in our Institute to provide the basic input of confidence in the minds of fresh qualified youth **passed out from the academic years 2013-14 or 2014-15** only and tune them to the practicalities of the working environment which is the stepping stone for success for any individual.

Sl.No	Educational and other Qualifications	No. of Trainees
1	B.Sc [Maths/Physics] with First Class with working knowledge in computer data processing & operation and office tools such as MS-Office & email.	02
2	Three year Diploma in Hotel Management & Catering technology (after SSC) with working knowledge in Tally, Computer data processing & operation and office tools such as MS-Office & email.	01
3	B.C.A., or B.Sc [Computer Science] with First Class with knowledge & experience in Software & Hardware maintenance of Windows, Linus/Unix, Web upgrade & maintenance, Network administration & installation, familiarity with PC & Network Hardware and Internet uplinks installation and upgradation of open source & communication packages on servers & workstations.	01
<b>TOTAL</b>		<b>04 Nos.</b>

**Stipend during Training Period: Rs.10,000/- per month (Consolidated, all inclusive and no other allowances are admissible).** The period of training will be purely for one year from the date of joining with no guarantee or absorption or continuation or confirmation under any circumstances. No accommodation will be provided by the Institute.

**Age limit:** Minimum 18 years and Maximum 25 years as on 30.11.2015 [upper age relaxation admissible to SC/ST/OBC/PWD candidate as per rules of Govt. of India subject to submission certificates as proof]

- The Selection will be made strictly on merit basis through written test, typing test followed by interview on the same day. Only those candidates who qualify in written test and typing test will be called for interview.
- Separate call letters will be sent to the candidates who are shortlisted for written test, typing test & interview.
- Only outstation candidates belonging to SC/ST appearing for written test and selected for interview only will be reimbursed to and fro 2<sup>nd</sup> class Railway fare / Bus fare or actual fare incurred which ever is less by the shortest route from the station of residence / work place to Chennai on production of tickets.
- Candidates are to make their own arrangements to appear for written test, typing test & interview.
- The trainees required to attend / undergo training on six day week basis.
- Canvassing in any form shall disqualify the candidate.
- No accommodation will be provided to the selected trainees during the period of training.
- The decision of the Director, IMSc regarding issue of call letters for written test, evaluation of written test, selection, right to increase or decrease of trainee positions will be final and no enquiry or correspondence will be entertained under any circumstances.
- Incomplete or applications not signed, not pasted with passport size photo or not accompanied by attested copies of certificates shall be summarily rejected.

Candidates meeting the above criteria may submit their applications by ordinary post on plain paper pasting passport size photo along with self attested copies of relevant certificates for proof of date of birth, educational & computer qualifications experience if any etc, directly to the following address superscribing on the envelope as “**Application for Administrative Trainee**” to reach by **November 30, 2015 : The Registrar, The Institute of Mathematical Sciences, 4<sup>th</sup> Cross Road, CIT Campus, Taramani, Chennai 600 113.**

**REGISTRAR**