

THE INSTITUTE OF MATHEMATICAL SCIENCES

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

4th Cross Road, CIT CAMPUS, THARAMANI, CHENNAI 600 113.

Advt No./ 16 R/IMSc 2015

July 17, 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” 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	Any Degree with First Class with working knowledge in computer data processing & operation and office tools such as MS-Office & email.	5
2	B.Com with First Class with working knowledge in Tally, Computer data processing & operation and office tools such as MS-Office & e-mail	1
3	B.C.A., or B.Sc. [Computer Science] with First Class with knowledge & experience in Software & Hardware maintenance of Windows, Linux/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.	1
	TOTAL	07 Nos.

Stipend during Training: Rs.10,000/- per month (Consolidated and no other allowances are admissible).

The period of training will be one year with no guarantee of absorption or continuation or confirmation under any circumstances. No accommodation will be provided by the Institute.

- The selection will be made strictly on merit basis through written test followed by interview on the same day. Only those candidates who qualify in written test will be called for interview.
- Separate call letters will be sent to the candidates who are shortlisted for written test & interview.
- Candidates are to make their own arrangements to appear for written test / interview.
- Canvassing in any form shall disqualify the candidate.
- The decision of the Director, IMSc regarding issue of call letters for written test, rejection, evaluation of written test and selection will be final.

Candidates meeting the above criteria may submit their applications along with self attested copies of relevant certificates for proof of date of birth, educational & computer qualifications etc., directly to the following address superscribing on the envelope as “**Application for Administrative Trainee**” to reach by **August 3, 2015: The Registrar, The Institute of Mathematical Sciences, 4th Cross Road, CIT Campus, Taramani, Chennai- 600113.**

REGISTRAR