

# THE INSTITUTE OF MATHEMATICAL SCIENCES

(An Autonomous Institute under Department of Atomic Energy, Govt. of India)

CIT CAMPUS, TARAMANI CHENNAI 600 113



**S. VISHNU PRASAD**  
REGISTRAR

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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.

We propose to induct “**Administrative Trainees**” in our Institute 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 on the following criteria:

Sl. No	Educational and other qualifications	No. of Trainees	Passed outs of the following years are only eligible
1	B.Sc. [Maths/Physics] with first class with experience in Computer data processing & operation and office tools such as MS- Office & e-mail.	3	2011-12 (or) 2012-13
2	B.Com with first class with experience in Tally, Computer data processing & operation and office tools such as MS- Office & email.	1	2011-12 (or) 2012-13
3	Any graduate with first class with minimum speed of 30 words per minutes in English typewriting and minimum speed of <b>80 words per minute in English shorthand</b> . Knowledge of Hindi Type writing is desirable. Experience in Computer data processing & operation and office tools such as MS-Office & e-mail.	1	2011-12 (or) 2012-13
4	BCA (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 up-gradation of open source & communication packages on servers & workstations.	1	2010-11 (or) 2011-12 (or) 2012-13

**Stipend during Training:** Rs.10,000/- per month (consolidated and no other allowance 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 candidates are requested to submit their applications directly to the following address superscribing the envelope as “**Application for Administrative Trainee**” to reach by **25<sup>th</sup> April 2013**: **The Registrar, The Institute of Mathematical Sciences, 4<sup>th</sup> Cross Road, CIT Campus, Taramani, Chennai – 600 113** along with attested copies of certificates supporting their age & qualifications besides pasting a passport size photo on the application.

**REGISTRAR**