

THE INSTITUTE OF MATHEMATICAL SCIENCES

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

C.I.T. CAMPUS, THARAMANI, CHENNAI

(Advertisement No.02-R-IMSc-2013)

Date : 01.03.2013

Institute of Mathematical Sciences [IMSc] is an Autonomous Body funded by Department of Atomic Energy, Government of India, is a National national institution which promotes fundamental research in frontier disciplines of the mathematical and physical sciences. The Institute follows Central Government pattern of service conditions for its employees. It is an Institute-cum-residential campus.

IMSc invites applications from the eligible citizens of India for filling up of one vacant unreserved post of Scientific Officer "C" [Civil] by direct Recruitment on regular basis.

Details of essential & desirable qualifications, age & required experience:

A] Essential Qualification:

3 years Diploma in Civil Engineering [after SSC] from a reputed & recognised University/Institution.

Experience: Minimum of 8 years relevant and specialized experience after obtaining the Diploma in Civil Engineering.

The candidate should have specialized experience and working knowledge about construction and /or maintenance of Institutional / Industrial Buildings /Complexes, Staff Quarters with excellent exposure in estimation, budgeting, tendering, site supervision along with public health works, quality assurance at site, labs and office buildings, plumbing and sewerage works, roads, asset management, inventory control, dealing preparation and analysis of structural drawings, working in auto-cad software, CPWD manual, Building and works code etc. and should be well conversant with computer operations and should have sufficient working knowledge in computer and fluency in English. Should have Techno commercial competence in implementation of Projects relating to construction of buildings, interior furnishing.

B] Desirable:

The incumbent will be responsible for independent management of all the infrastructure projects implementation, verifying DPRs, preparation of detailed project cost estimates and its scrutiny, leading the Civil Engineering Division of the Institute. The incumbent will also be responsible for adherence to the Government / Institutional Policies and guidelines relating to Civil Maintenance activities including garden maintenance, water supply and will assist Academic, Administration, Accounts and Purchase members and Director's Advisory Committees of the Institute in the areas relating to Civil Engineering. Preference will be given to the candidates holding knowledge of implementing Government assisted Projects.

Weightage will be given to those candidates working in the analogous posts in Civil Engineering Divisions of the Department of Atomic Engineering organization, Aided Institutions of the Department of Atomic Energy.

C] Pay Band & Grade Pay : Rs. 15600-39100 with Grade pay of Rs. 5400/-. Allowances as applicable to Central Government employees stationed at Chennai. Higher starting can be considered in deserving case.

Besides basic pay in the pay band plus grade pay , the selected candidate shall be entitled to Dearness Allowance, HRA@30% of basic pay, Transport Allowance, Children Education Allowance, Leave Travel Concession of Central Government for self & eligible family members as per rules, Medical Facilities under Contributory Health Service Scheme [CHSS] of the Department of Atomic Energy for self & eligible dependents as per rules and flexible Promotion Policy of the Institute".

D] Age : Maximum 40 years which can be relaxed in deserving cases at the discretion of the appointing authority and for SC/ST/OBC/Physically handicapped/Ex-serviceman candidates as per Government Rules.

E] GENERAL TERMS & CONDITIONS:

- 1) Relaxation in the upper age limits to the candidates belonging to SC/ST/OBC/Ex-Servicemen/PWD category & candidates employed in Govt. organization will be as per Government of India rules.
- 2) The prescribed qualifications and experience are minimum. Mere possession of the same will not entitle a candidate to be called for test/interview.
- 3) **The experience certificate submitted by the candidates should clearly mention the details about the specific specialized/functional areas in which they are having experience.**
- 4) The Institute reserves the right to restrict the number of candidates for test/interview to a reasonable limit on the basis of qualification and experience, higher than those prescribed in this advertisement.
- 5) The Institute reserves the right to relax any of the qualifications/experience/age bars in exceptional cases, or in case of persons already holding analogous positions in Government/Autonomous Institutions/Universities/R&D Institutions with prior approval of the competent authority.
- 6) **Candidates acquiring qualification through distance education mode of teaching and part time courses will not be considered.**
- 7) The institute reserves the right to fill or not to fill the above vacancy as advertised.
- 8) The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- 9) Persons working in the Central Govt./ State Govt./ Public Sector Undertakings/ Autonomous Bodies / Central / State Universities should submit their applications through proper channel. However, in order to avoid the delay they may send an advance copy of their application along with the attested copies of the certificates as required.

- 10) Those who are unable to submit their application through proper channel may produce **“No Objection Certificate (NOC)”** issued by present employer [Head of Institution (or) Head of the Administration] at the time of test/interview. However, they should submit an undertaking to that effect.
- 11) Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No interim enquirers/correspondences/communication of any sort will be entertained on the matter.
- 12) Canvassing in any form or bringing any influence, political or otherwise will be treated as a disqualification.
- 13) Applications incomplete in any respects and not accompanied with the relevant attested copies of certificates / documents / photograph etc. will summarily be rejected.
- 14) The candidate appointed to the post will be covered under “New Pension Scheme” as notified by the Ministry of Finance, Government of India.
- 15) Only SC/ST candidates called for Test/ Interview will be reimbursed to and fro Sleeper Class Train Fare / Bus Fare by shortest route on production of proof of tickets.

How to Apply:

- a) Applications will be accepted strictly in the format as given on the pages 4 & 5 of this advertisement.
- b) One recent colour passport size self-attested photograph should be affixed on the place given in the application form and two additional photographs (without attestation) should be enclosed along with the application form.
- c) No application Fee
- d) The envelope containing the application should be superscribed as **“Application for the post of Scientific Officer `C' [Civil] and Advertisement No.2-R-IMSc-2013”**
- e) The application form complete in all respects along with the attested copies of relevant certificates in support of educational qualifications, age and experience etc. must reach in a sealed envelope to the **“Registrar”** at the address given below on or before March 28, 2013. In any case IMSc will not be responsible for any postal delay.

REGISTRAR
Institute of Mathematical Sciences
(An Autonomous Institution under
Department of Atomic Energy, Govt. of India)
4th Cross Road, C.I.T. Campus.
Tharamani, CHENNAI 600 113.

REGISTRAR

THE INSTITUTE OF MATHEMATICAL SCIENCES
(An Autonomous Institution under Department of Atomic Energy Govt. of India)
IV CROSS ROAD, CIT CAMPUS, THARAMANI, CHENNAI 600 113

APPLICATION FORM FOR DIRECT RECRUITMENT BY SELECTION

Advt. No: /02-R/IMSc-2013 **Name of Post applied for: Scientific Officer "C" [Civil]**
[Rs.15600-39100 + Grade Pay Rs.5400/-]

1. Name in full (BLOCK letters) _____	<i>As self-attested</i>
2. Date of Birth _____ Age as on : (28.02.2013)	<i>recent colored</i>
3. Father's/Husband's Name & Occupation _____	<i>passport size</i>
4. Mailing Address : _____ _____ Pin Code _____	<i>photograph of the Applicant</i>

Tel. No. _____ Mobile No. _____ E- mail _____

5. Permanent

Address _____

_____ Pin

Code _____

6. Nationality _____

7. State of Domicile: _____

8. Gender: Male / Female (Put tick as applicable)

9. Marital Status: _____

10. Category : GEN / SC / ST / OBC (non-creamy layer)/ PWD / Ex.

Servicemen: _____

11. Educational Qualifications (Matriculation onwards in chronological order, if required attach separate sheet) *Attach the attested photocopies of all the mark sheets & certificates in support of the entries made hereunder:*

Sl. No	Examination/Degree	Year of passing	Name of College/University/Board	Passing Division or Final Grade	%of Marks	Major Subject

12. Details of Employment: (starting with the most recent) - *Use extra sheet if needed. Also attached a small write up showing the nature of duties on experience gained by you. Please attach the appropriate certificates obtained on the letter head of the issuing authority in support of the entries made hereunder:*

Sl. No	Institution / Organisation	Designation	Whether permanent/temporary/contract	Period		Nature of Duties	Pay Scale / Pay Band + Gr. Pay & present basic pay drawn (attach last pay certificate)
				From	To		

14. Details of the Languages you can read, write and speak?

Sl. No	Language	Read	Write	Speak

15. Details of enclosures : [Please provide a list]

16. Declaration by the applicant:

I hereby declare that I have carefully read and understood the instructions given in the advertisement and that all the entries in this form made by me are true & correct to the best of my knowledge and belief and no relevant information has been concealed.

(Full signature of the Applicant)

Name :

Date: _____
Place: _____