

THE INSTITUTE OF MATHEMATICAL SCIENCES

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

CIT CAMPUS, THARAMANI, CHENNAI 600 113.

Advt No. 04-R/IMSc/2011

Date: November 21, 2011

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 for filling up of the following temporary position from the eligible candidates who fulfill requisite qualifications/ specifications mentioned therein. **The position is proposed to be filled purely on contract basis under ongoing plan projects of the Institute initially for a period of one year extendable by one more year subject to good performance with no guarantee of regular employment or continuation or confirmation.**

PROJECT ASSISTANT[House Keeping] – 1 Position

1. Qualification : Three year Degree (or) Diploma course in Hotel Management & Catering Technology from a reputed college/Institution with minimum of 55% marks (after plus two).

2. Essential Experience : Atleast 5 years experience in the field of House Keeping management with familiarity in computers, customer care, cleaning of various surfaces with good communication skills.

3. Duties & Responsibilities :

- 1) To extract and manage the housekeeping works of Institute Buildings, IMSc Staff Quarters and Off-Campus accommodation through the housekeeping cleaners on contract.
- 2) Maintenance and issue of room keys and towels.
- 3) Upkeep of the Institute Buildings and Quarters by following periodical cleaning of premises.
- 4) To manage registers and monitor supplies of housekeeping materials
- 5) Maintenance of duty rosters and allocation of duties to cleaners from time to time.
- 6) Any other work assigned by Administrative Officer/Registrar.

Salary : Consolidated salary of Rs. 15,000/- per month plus HRA @ 30%.

Age Limit : Minimum 18 years and maximum 40 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, 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 December 15, 2011** along with the names, email-id and contact number of two referees. . The envelope containing the application should be super-scribed as **“APPLICATION FOR THE POSITION OF PROJECT ASSISTANT[House Keeping]”**.

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. 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 or more number of years of experience. 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 in production of tickets.
3. Incomplete applications shall be summarily rejected.
4. Canvassing in any form will be a disqualification.

REGISTRAR