

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./25 R/IMSc 2015

11th 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. IMSc has intensive teaching programme with a high level quality for award of MS (by Research) & Ph.D Degrees. IMSc is home to a growing community with scientists working on Complex Systems, Computer Modelling and Analysis of Economic / Financial Data & Networks, Particle Physics and other interdisciplinary fields besides a wonderful Library with a collection of over 67,000 catalogued volumes [books and back volumes], more than 3500 +online journals, and a host of electronic resources accessible.

Applications are invited for filling up of the following contract position of “Project Assistant (Catering)” from the eligible candidates who fulfil requisite qualifications / specifications mentioned therein. The position is proposed to be filled purely on contract basis on consolidated salary under ongoing XII Plan Project of the Institute / initially for a period of one year and may be continued further only for a limited period till validity period of the project i.e. 31.3.2017 and there is no scope of continuation regularization / absorption under any circumstances.

Name of the Project	Position & Code no.	No. of Positions	Selection Method	Minimum Qualifications	Consolidated Salary
XII Plan Project	Project Assistant [Catering]	One [1]	Written Test followed by Personal Interview	<p>Essential Qualification : Three year Diploma (after SSC) in Hotel Management & Catering Technology from a reputed College / Institution approved by AICTE, New Delhi with minimum of 55% marks.</p> <p>Essential Experience : Atleast 5 years experience in the field of catering and kitchen management in a reputed hotel / institute with good organisational skill.</p> <p>Duties & Responsibilities : Menu Planning, Food costing and budgeting, High Standards of customer care and performance, Tea management, Maintaining registers / Billing machine, Maintaining Coffee Pantry,etc.</p>	<p>- Rs. 30,000/- (all inclusive) with experience of more than 10 years.</p> <p>- Rs. 25,000/- (all inclusive) with experience of 5 years.</p>

How to apply : Application on a plain paper pasting passport size photo along with self attested photocopies of all certificates as to proof of Age, Educational qualifications, Experience should reach **THE REGISTRAR** at the above address on or before 30.11.2015 along with names and telephone nos. of two referees. The envelope containing the application should be superscribed as “**Application for the Position of Project Assistant [Catering]**”.

General Conditions:

1. **Age limit :** Minimum 18 years and Maximum 35 years as on 30.11.2015[[upper age relaxation admissible to SC/ST/OBC/PWD candidates as per rules of Govt. of India subject to submission of certificates as proof]

2. The prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be considered for the advertised position. The decision of the Director of this Institute in all matters will be final and no enquiry or correspondence will be entertained under any circumstances.
3. Only outstation candidates belonging to SC/ST appearing for written test and selected for interview only will be reimbursed to and fro 2nd 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.
4. Before applying for the post, the candidates should ensure that he/she fulfil all the eligibility norms. The candidates should have the requisite Educational / Technical qualifications from recognized University / Institute as on the date of submission of the application and should enclose with their application attested copies, certificates, marksheets in support of having the requisite qualification. Please visit Careers page of our website www.imsc.res.in for further information about out Institute.

REGISTRAR