

# THE INSTITUTE OF MATHEMATICAL SCIENCES

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

4<sup>th</sup> Cross Road, CIT Campus, Taramani, Chennai - 600 113

## Advt No.7 -R/IMSc/2018 dated 16/04/2018

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 for award of M.Sc (by Research) and Ph.D. Degree.

Applications are invited for filling up of one contract position of "Project Assistant (House Keeping)" on consolidated salary from the eligible candidates who fulfill requisite qualifications/ specifications mentioned therein. The position is proposed to be filled under on-going Projects of the Institute purely on contract basis only and there is no scope of continuation / regularization / absorption under any circumstances.

### A] REQUIREMENTS :

Name of the Project	Position	No. of Positions	Selection method	Minimum qualifications	Consolidated salary
Augmentation of Infrastructural Facility	Project Assistant [House Keeping]	ONE	Written test of one hour duration followed by Personal Interview for only short listed candidates on the same day.  [or]  Direct interview in case the no. of candidates appeared for Written Test is less than five	<b>Essential Qualification:</b> 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.  <b>Essential Experience :</b> Atleast 5 years post qualification experience in the field of House Keeping management in reputed Institute / Hotel with familiarity in computers, customer care, cleaning of various surfaces with good communication skills.  <b>Duties &amp; Responsibilities :</b> Upkeep of Buildings of the Institute, wash rooms, common places, High Standards of customer care and performance, Maintaining the Registers, Supervising duties of House Keeping cleaners, allotment of office rooms, hostel rooms, Guest House rooms etc. The selected candidate is expected to work in 1 <sup>st</sup> General shift or 2 <sup>nd</sup> General shift either at the Institute campus (or) at Institute's off campus residential site at Pallavaram	Rs.30,000/- (all inclusive) with post qualification experience of more than 10 years.  [or]  Rs.25,000/- (all inclusive) with experience of 5 years.

**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 **30.04.2018** along with names and telephone nos. of two referees. The envelope containing the application should be superscribed as "Application for the Postition of Project Assistant [House Keeping]".

**Age limit:** Minimum 18 years and Maximum 30 years as on **30.04.2018** [upper age relaxation admissible to SC/ST/OBC/PWD candidates as per rules of Govt. of India subject to submission of certificates as proof].

### B] GENERAL INFORMATION :

- 1) 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 on the same day.
- 2) Separate call letters will be sent to the candidates who are shortlisted for written test & interview.
- 3) The presecibed qualifications are minimum and mere possession of the same does not entitle the candidate

to be considered for the advertised position.

- 4) Only outstation candidates belonging to SC/ST appearing for the Written Test and selected for Interview only will be reimbursed to and fro second 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.
- 5) The selected candidates are required to attend Office on six day week basis.
- 6) Canvassing in any form shall disqualify the candidate.
- 7) The decision of the Director, IMSc will be final in selection process and no enquiry or correspondence will be entertained under any circumstances.
- 8) Incomplete or applications not signed, not pasted with passport size photo or not accompanied by attested copies of certificates shall be summarily rejected.
- 9) Before applying for the post, the candidates should ensure that he/she fulfil all the eligibility and advertisement 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, mark sheets in support of having the requisite qualification. Please visit "careers page" of our website [www.imsc.res.in](http://www.imsc.res.in) for full details of advertisement and visit "Getting here" page to know location of our Institute.

  
REGISTRAR