

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.03-R/IMSc 2018

January 10, 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. The Institute is fully funded by the Department of Atomic Energy, Govt. of India. [Please visit our website "www.imsc.res.in" for more details].

We propose to induct **Two "Administrative Trainees"** in our Institute to provide the basic input of confidence in the minds of fresh qualified youth **passed out from the academic years 2015-16 or 2016-17 only** and tune him/her to the practicalities of the office clerical working environment which is the stepping stone for success for any individual.

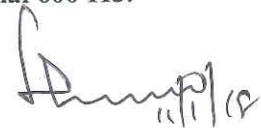
Sl. No	Educational and other Qualifications	No. of Trainees
1	Any degree from Arts or Science disciplines with First Class & with good English knowledge. The candidate should possess good working knowledge in MS-Office tools & email operations.	02

Stipend during Training Period: Rs.10,000/- per month (Consolidated, all inclusive and no other allowances are admissible). The period of training will be purely for one year from the date of joining with no guarantee or absorption or continuation or confirmation under any circumstances. No accommodation will be provided to the selected trainees during the period of training.

Age limit: Minimum 18 years and Maximum 25 years as on 31.01.2018 [upper age relaxation admissible to SC/ST/OBC/PWD candidates as per rules of Govt. of India subject to submission certificates as proof]

- The Selection will be made strictly on merit basis through written test, typing test followed by interview on the same day. Only those candidates who qualify in written test and typing test will be called for interview on the same day.
- Separate call letters will be sent to the candidates who are shortlisted for written test, typing test & interview.
- 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 whichever is less by the shortest route from the station of residence / work place to Chennai on production of tickets.
- Candidates are to make their own travel and stay arrangements to appear for written test, typing test & interview.
- The trainees required to attend / undergo training on six day week basis.
- Canvassing in any form shall disqualify the candidate.
- The decision of the Director, IMSc will be final in selection process and no enquiry or correspondence will be entertained under any circumstances.
- Incomplete or applications not signed, not pasted with passport size photo or not accompanied by attested copies of certificates shall be summarily rejected.

Candidates meeting the above criteria may submit their applications by ordinary post on plain paper pasting passport size photo along with self attested copies of relevant certificates for proof of date of birth, educational & computer qualifications experience if any etc, directly to the following address superscribing on the envelope as "**Application for the position of : Administrative Trainee**" to reach by **January 31, 2018 : The Registrar, The Institute of Mathematical Sciences, 4th Cross Road, CIT Campus, Taramani, Chennai 600 113.**



REGISTRAR