

# THE INSTITUTE OF MATHEMATICAL SCIENCES

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

4<sup>th</sup> Cross Road, CIT Campus, Tharamani, Chennai 600 113.

## Advt No. 12-R/IMSc 2019

July 17, 2019

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 one of the autonomous Institutes under the Department of Atomic Energy, Govt. of India. [Please visit our website "[www.imsc.res.in](http://www.imsc.res.in)" for more details].

We propose to induct **FOUR "Administrative Trainees"** [out of four, one is to undergo training in Contributory Health Service Scheme (CHSS) Office in IMSc] to provide the basic input of confidence in the minds of fresh qualified youth **passed out from the academic years 2017-18 (or) 2018-19 only** and tune him/her to the practicalities of the office clerical working environment (purely clerical nature of training) which is the stepping stone for success for any individual.

Educational and other Qualifications	No. of Trainees
Any bachelor degree with First Class & with good English knowledge. The candidate should possess good working knowledge in MS-Office tools & email operations & Accounting procedure.	04 Nos.

**Stipend during Training Period: Rs.10,000/- [RUPEES TEN THOUSAND ONLY] 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 August 5, 2019 [Monday].**

- The Selection will be made strictly on merit basis through written test, typing test on Computer followed by interview, all of which conducted on **August 14, 2019 [Wednesday]**. Only those candidates who qualify in written test and typing test (held on the forenoon) will be called for interview (proposed for afternoon) on the same day i.e. **August 14, 2019 [Wednesday]**.
- No separate call letters will be sent to the candidates who are shortlisted for written test, typing test. The names of the shortlisted candidates will be displayed on careers page of our website [www.imsc.res.in](http://www.imsc.res.in) on or before **August 08, 2019 [Thursday]**.
- Only outstation candidates belonging to SC/ST appearing for interview after passing the written test only will be reimbursed to and fro 2<sup>nd</sup> 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 and submission of copy of Community Certificate.
- 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 duly signed bio-data 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 the envelope as "**Application for Administrative Trainee**" to reach on or before **August 5, 2019 (Monday): The Registrar, The Institute of Mathematical Sciences, 4<sup>th</sup> Cross Road, CIT Campus, Taramani, Chennai 600 113.**

  
17/7/2019  
**REGISTRAR**