

THE INSTITUTE OF MATHEMATICAL SCIENCES

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

4th Cross Road, CIT Campus, Taramani, Chennai – 600 113

Advt No.10-R/IMSc/2019

June 18, 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. IMSc has intensive teaching programme for award of M.Sc (by Research) and Ph.D. Degree.

Email applications are invited by 1700 hrs on 5th July 2019 (Friday) from Indian nationals for filling up the following Project positions under the new Scientific / Academic & Infrastructure Apex Projects of the Institute on consolidated salary from the eligible candidates who fulfill requisite qualifications / specifications mentioned therein. The positions indicated under the projects concerned, are proposed to be filled purely on contractual basis only under the funded Projects initially for a period of one year from the date of appointment but extendable subject to performance & subject to approval of the competent authority up to 3 years or up to completion of the project tenure whichever may be earlier and not beyond & there is no scope of continuation / regularization / absorption under any circumstances.

A] PROJECT POSITIONS:

Table - I

<i>Sl No</i>	<i>Title of the Apex Project & Sub Project</i>	<i>Name of the Project Position</i>	<i>Number of positions</i>	<i>Selection Method</i>	<i>Minimum Educational Qualifications & Experience</i>	<i>Consolidated Salary (all inclusive & no other allowances are allowed)</i>	<i>Unique email id to which soft copy of the application to be sent for each position separately (Only through email & no hard copies of applications are considered)</i>	<i>Date of written test/ interview</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Computational Biology in IMSc	Project Technical Assistant (Electrical) Level - I	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	ESSENTIAL : Completed B.E/B.Tech in Electrical/ Electrical & Electronics Engineering with minimum 60% marks from a reputed College / Institution approved by Government and minimum of 4 years post qualification experience required for the position AND Candidates should have valid Electrical supervisor competency certificate [C-License] issued by CEIG, Govt. AND Must be proficient in handling entire Electrical, Electronics and Air conditioning maintenance works like operation & Day-to-day maintenance of 11KV/433 Volts electrical substation, more than 1.25 MVA transformers, 500 KVA DG sets, Automatic power factor panels, 450 KVA UPS & network systems controlled by STS switches, PRI linked tele communication system, centralized air conditioning Chilling plants, AHU units, Fire & Security system of smoke detectors, FACP panels including FM 200 automatic fire suppression system with BMS integration, design and erection of grid connected solar plants. Exposure in Audio & Video system for various conference and seminars and material handling and monitoring. Specific requirement of the candidate : Good experience in erection, testing & commissioning of above said all Electrical & Electronics equipments and completion of the works as per IE rules for various internal, external electrifications and various conduits embedments to the buildings. Preparation of the running & final bills through a computerized measurement book as per the	Rs. 58,500/-	taelecjune19one@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.

<i>Sl No</i>	<i>Title of the Apex Project & Sub Project</i>	<i>Name of the Project Position</i>	<i>Number of positions</i>	<i>Selection Method</i>	<i>Minimum Educational Qualifications & Experience</i>	<i>Consolidated Salary (all inclusive & no other allowances are allowed)</i>	<i>Unique email id to which soft copy of the application to be sent for each position separately (Only through email & no hard copies of applications are considered)</i>	<i>Date of written test/ interview</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>
					<p>CPWD works manual.</p> <p>Good experience in tendering and preparing the estimates and market rate analysis.</p> <p>Coordination with TNEB, CEIG to get safety certificate and to complete IE rule 63 electrical works.</p> <p>Desirable : Working knowledge of basic computer softwares of LINUX, AUTOCAD & LIBRE OFFICE.</p>			
2	Renovation of Guest House Building	Project Technical Assistant (Electrical) – Level - II	Two	<p>Written test followed by interview only short listed candidates on the same day.</p> <p>(or)</p> <p>Direct interview in case no. of candidates appeared for written test is less than five.</p>	<p>ESSENTIAL :</p> <p>Diploma in Electrical/ Electrical & Electronics Engineering with minimum of 55% marks from a reputed college / institution approved by Government and minimum 10 years post qualification experience in Electrical & Electronics field and maintenance with good knowledge of preparation of estimates and tenders.</p> <p>AND</p> <p>Candidates should have valid Electrical supervisor competency certificate [C-License] issued by CEIG, Govt.</p> <p>AND</p> <p>Must be proficient in handling entire Electrical, Electronics and Air conditioning maintenance works like operation & Day-to-day maintenance of 11KV/433 Volts electrical substation, more than 1.25 MVA transformers, 500 KVA DG sets, Automatic power factor panels, 450 KVA UPS & network systems controlled by STS switches, PRI linked tele communication system, centralized air conditioning Chilling plants, AHU units, maintenance of grid connected solar plants and it's monitoring and handling of various AMCs and its payments.</p> <p>Exposure in yearly lift inspection, various relay testings and regular AMC maintenance works.</p> <p>Maintenance works experience in drinking water purification system and it's day to day monitoring.</p> <p>Experience in material handling and monitoring.</p> <p>Specific requirement of the candidate : Good experience in erection, testing & commissioning of above said all Electrical & Electronics equipments and completion of the works as per IE rules for various internal, external electrifications and various conduits embedments to the buildings.</p> <p>Exposure to assist System for Day-to-day Electrical & Electronics maintenance related complaints receiving through on-line and sending acknowledgement and analysis of complaints, action for solving the issues and sending completion report to the users etc.</p> <p>Preparation of the running & final bills through a computerized measurement book as per the CPWD works manual.</p> <p>Coordination with TNEB, CEIG to get safety certificate and to complete IE rule 46 & 44 electrical works.</p>	Rs. 46,500/-	talecune19two@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.

Sl No	Title of the Apex Project & Sub Project	Name of the Project Position	Number of positions	Selection Method	Minimum Educational Qualifications & Experience	Consolidated Salary (all inclusive & no other allowances are allowed)	Unique email id to which soft copy of the application to be sent for each position separately (Only through email & no hard copies of applications are considered)	Date of written test / interview
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
					Desirable : Working knowledge of basic computer softwares of LINUX, AUTOCAD & LIBRE OFFICE.			
3	Renovation of Guest House Building	Project Technical Assistant (Civil)	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	ESSENTIAL : Diploma in Civil Engineering with minimum of 55% marks from a reputed college / institution approved by Government and minimum 10 years post qualification experience in construction, renovation of buildings, pile foundation works, maintenance works like masonry repair & painting works, carpentry works, sewerage and drainage system and water supply & plumbing, lawn maintenance and estimating & costing, tendering process and good knowledge of preparation of computerised billing. Should possess certificate for having qualified AUTOCAD course. Exposure to assist System for Day-to-day civil maintenance related complaints receiving through on-line and sending acknowledgement and analysis of complaints, action for solving the issues and sending completion report to the users etc. DESIRABLE : Working knowledge of basic computer softwares of LINUX, MS OFFICE, email etc..	Rs. 46,500/-	taciviljune19@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.
4	Computational Biology in IMSc	Project Technical Assistant (Civil)	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	ESSENTIAL : Diploma in Civil Engineering with minimum of 55% marks from a reputed college / institution approved by Government and minimum 10 years post qualification experience in construction, renovation of buildings, pile foundation works, maintenance works like masonry repair & painting works, carpentry works, sewerage and drainage system and water supply & plumbing, lawn maintenance and estimating & costing, tendering process and good knowledge of preparation of computerised billing. Should possess certificate for having qualified AUTOCAD course. Exposure to assist System for Day-to-day civil maintenance related complaints receiving through on-line and sending acknowledgement and analysis of complaints, action for solving the issues and sending completion report to the users etc. DESIRABLE : Working knowledge of basic computer softwares of LINUX, MS OFFICE, email etc..	Rs. 46,500/-	taciviljune19@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.

Sl No	Title of the Apex Project & Sub Project	Name of the Project Position	Number of positions	Selection Method	Minimum Educational Qualifications & Experience	Consolidated Salary (all inclusive & no other allowances are allowed)	Unique email id to which soft copy of the application to be sent for each position separately (Only through email & no hard copies of applications are considered)	Date of written test/ interview
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5	Compilation, Curation & Exploration of the phytochemicals space of Indian medicinal plants	Project Assistant (House Keeping) - Level - I	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	Essential Qualifications : Three year BSc Degree (after HSC) in Hotel Management & Catering Science from a reputed College/ Institution / University approved by the Government with minimum II class. Essential Experience : Minimum of Twelve (12) years of 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. Desirable & Responsibilities : 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, Guest house rooms & hostel rooms, etc.	Rs. 46,500/-	pahkone@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.
6	Compilation, Curation & Explorations of the phytochemicals space of Indian medicinal plants	Project Assistant (House Keeping) – Level - II	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	Essential Qualifications : Three year BSc Degree (after HSC) in Hotel & Catering Management from a reputed College/ Institution / University approved by the Government with minimum of 60% marks. Essential Experience : Minimum of Seven (7) years of 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. Desirable & Responsibilities : 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, Guest house rooms & hostel rooms, etc.	Rs. 39,000/-	pahktwo@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.
7	IMSc Centre for Disease Modelling	Project Assistant (Catering)	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	Essential Qualification: Three year Diploma in Hotel Management & Catering Technology (after HSC) from a reputed College/ Institution / University approved by the Government with minimum of 60% marks. Essential Experience: Minimum of Six (6) years of post qualification experience in the field of catering and kitchen management in a reputed hotel / institution with good organisational skill. 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.	Rs. 39,000/-	pacateringjune19@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8	Computational Biology in IMSc	Project Assistant (Admin) - Level - I	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	Minimum: Bachelor Degree from a recognised University with first class, 60% marks with good knowledge of MS Office tools, drafting of letters in English, good command over English Essential experience: Minimum hands on experience of 6 years of day to day office work, drafting official letters in a reputed academic / scientific organisation. Candidates should be proficient in MS Office and related computer applications. A speed test of not less than 8000 key depression per hour (KDPH) on computer. Desirable experience: Good knowledge of computer operations. Command on Internet and Website updation, File management system, Office Procedures including experience in handling work in connection with meetings & conferences and routine administrative support towards arranging the logistics for academic / scientific events of the Institute.	Rs. 34,500/-	paadminone@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.
9	Computational Biology in IMSc	Project Assistant (Admin) - Level - II	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview in case no. of candidates appeared for written test is less than five.	Minimum: Bachelor Degree from a recognised University with first class, 60% marks with good knowledge of MS Office tools, drafting of letters in English, good command over English. Essential experience: Minimum hands on experience of 3 years of day to day office work, drafting official letters in a reputed academic / scientific organisation. Candidates should be proficient in MS Office and related computer applications. A speed test of not less than 8000 key depression per hour (KDPH) on computer. Desirable experience: Good knowledge of computer operations. Command on Internet and Website updation, File management system, Office Procedures including experience in handling work in connection with meetings & conferences and routine administrative support towards arranging the logistics for academic / scientific events of the Institute.	Rs. 25,500/-	paadmintwo@imsc.res.in	Will be displayed on opportunities page of our website www.imsc.res.in during 10-12, July 2019 along with list of candidates shortlisted who are meeting advertisement conditions for written test / interview.

B] GENERAL INFORMATION :

Interested candidates are requested to send their bio-data only through E-mail to **unique e-mail id** as mentioned at **Col (8)** against each Project position in the above table **on or before 1700 hrs on 5th July 2019 (Friday)** mentioning the name of the Project position details in the **subject** of the e-mail as “**Application for the Project Position at Sl.No. ()** **(Name of the Project Position in Capital Letters)** of **Advt. No:10-R/IMSc/2019 dated June 18, 2019.**”

Note :

- 1) Mails sent on or after 1700 hrs on 5th July 2019 (Friday) will not be considered under any circumstances.
- 2) Indicating subject in the e-mail as explained above is very important.
- 3) Depending on the number of candidates respond to each Project position, the Institute will decide whether to conduct a brief objective type written test of about one and half hours [1000hrs to 1130 hrs] or to go with direct interview.

- 4) Only those candidates who are meeting the minimum educational qualifications & experience mentioned in the advertisement will be eligible to appear for Written test / interview. Hence screened list of candidates who are meeting the advertisement conditions will be displayed by us after verifying their candidature on the “**Opportunities page**” of the Institute’s website [www.imsc.res.in] during 10 – 12, July 2019. Therefore, short listed candidates whose names are displayed by us on Opportunities page only need to come to appear for Written Test / Interview on the date to be announced by us during 10-12, July 2019 along with list of candidates shortlisted for written test / interview.
- 5) The candidates who have applied for the Project positions against this advertisement and whose names are shortlisted for written test/ interview and displayed by us on the opportunities page of IMSc website will only be allowed to appear for Written Test / Interview and they should bring one copy of valid proof of ID card with original (like AADHAR/Driving License/ Passport / VoterID).
- 6) Except displaying the shortlisted candidates on our website, no separate call letter / confirmation / E-mail requesting the candidates to attend for Written Test (or) Interview will be sent by this Institute to those candidates who have submitted their applications in response to this advertisement for the Project Positions.
- 7) The candidates who have applied for the Project positions against this advertisement and whose names are shortlisted and displayed by us should bring one copy of e-mail sent by them with photo pasted on it with clear header showing time and date of e-mail & copy of bio-data already sent by them at the time of reporting for Written Test/Interview. The candidates without e-mail (or) carrying the copies of e-mails without header (or) copy of e-mail sent after 1700 hrs on 5th July 2019 will not be allowed to appear for Written Test or Interview under any circumstances.

Table – II :

Venue of Written test / Interview as per dates to be announced by us along with list of shortlisted candidates to be displayed during 10-12, July 2019.	
To report for Written Test at 0930 hrs at	Interview on the same day of written test (if written test is not prescribed interview will be held on the same day)
Ramanujan Auditorium	Venue for Interview will be announced at the time of written test (or) at Ramanujan Auditorium while we take attendance of the candidates [interview will be only for those who clear the Written Test, if conducted]

IMPORTANT:

1. The candidates submitting e-mails for the above positions are requested to note the day and date of written test followed by interview to be displayed by us during 10-12, July 2019 along with list of shortlisted candidates.
2. The candidates should on their own attend for written test on the date to be announced by us during 10-12, July 2019 along with list of shortlisted candidates.
3. All those candidates who have been short listed for the Project positions are requested to **report sharp at 0930 hrs on the dates of written test / interview at Ramanujan Auditorium, IMSc and sign the attendance statement without fail**. The candidates also should bring along with them all original certificates for the purpose of verification and one set of copies of all certificates in support of age, qualification, experience proof etc.,
4. The list of successful candidates of the written test wherever conducted will be displayed on the notice board on the same day for which venue location will be announced at the time of written test. Only those candidates who clear the written test are required to appear for Interview time for which will be announced at the written test venue. Wherever only interview is prescribed the candidates will be guided accordingly at Ramanujan Auditorium while signing the attendance statement.
5. Hard copies of applications/ resume received by hand/ post/ courier will not be considered under any circumstances.
6. E-mails received by us without attaching bio-data / resume will not be considered under any circumstances.

General Conditions:

1. 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 in this matter.
2. Appointment against this selection process will be purely on contractual basis and will terminate automatically without any notice or compensation on termination of the Project.
3. The appointed candidate shall have no claim of appointment / absorption in funding agency or in IMSc, Chennai.
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 & back on production of tickets.
5. Selected candidates will have to join duty immediately on receipt of offer of appointment.
6. No interim enquiries / correspondence / communications of any sort will be entertained on the matter.
7. Canvassing in any form and / or bringing any influence, political or otherwise will be treated as a disqualification for the Project position applied for.
8. Please visit “Opportunities Page” of our website www.imsc.res.in for full details of advertisement, shortlisted list of candidates, time and date of written test for each Project position and visit “Getting here” page to know location information of our Institute.

REGISTRAR