



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. 18-R/IMSc 2019

November 4, 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" for more details]. We propose to induct **five (5) Stipendary Trainees** (Para I, Table -I & Note (A) below) **and three (3) Project staff** (Para II, Table – II & Notes (a) (b) (c) (d) & (e) for operation during prescribed periods mentioned therein :

Sl. No	Name of the position	No. of positions proposed to be inducted
1	Administrative Trainee	02
2	Library Trainee	03
3	Project Scientific Assistant [Library]	01
4	Project Technical Assistant [Electrical]	01
5	Project Assistant (Outreach)	01

I) Administrative Trainees & Library Trainees:

TABLE -I

Sl. No	Name of the traineeship	Educational and other Qualifications	No. of positions	Age limit	Selection procedure	Who should appear for written test, on which date & at which venue	Stipend during the Training period	Training areas after selection
1.	Administrative Trainee	Any bachelor degree with First Class & with good English knowledge, who have passed out during 2017 / 2018 / 2019 only . The candidate should possess good working knowledge in MS-Office tools & email operations & Accounting procedure.	02	Minimum 18 years and Maximum 25 years as on 30.11.19	The Selection will be made on merit basis through a written test, typing test on Computer followed by interview, all of which conducted on the same day. 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.	Only those candidates whose names are shortlisted & displayed by us on 21 st (or) 22 nd November 2019 are to appear for written test. The date of written test will be announced along with shortlisted candidates. Venue : Chandrasekhar Hall	Rs.15,000/- per month (Consolidated and all inclusive)	To provide the basic input of confidence in the minds of fresh qualified youth and tune him/her to the practicalities of the Office clerical working environment (purely clerical nature of training). To undergo clerical training in various wings of IMSc office and other clerical assistance to IMSc Office staff on six day week basis.
2.	Library Trainee	MLISc Degree with first class and with good english knowledge who have passed out during 2017 / 2018 / 2019 only . Preference will be given to those candidates who have pursued the degree as regular academic course.	03	Minimum 18 years and Maximum 25 years as on 30.11.19 and no experience is required.	The Selection will be made on merit basis through a written test. Only those candidates who qualify in written test will be called for interview (proposed for Afternoon). Only those candidates whose names are shortlisted for written test are required to report at our Institute for written test at 0900 hrs on 22.11.2019 (Friday). The names of shortlisted candidates	Only those candidates whose names are shortlisted & displayed by us on 15 th Nov. 2019 are to appear for written test. The written test will be conducted on 22.11.19. Venue : Chandrasekhar Hall	Rs.15,000/- per month (Consolidated and all inclusive)	To undergo training in Library include regular shelving and arranging of books in the book racks, xeroxing, binding, file management and other assistance to Library staff on six day week basis.

					for written test will be displayed by us on the opportunities page of our website by 1730 hrs on 15.11.2019.			
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- The period of training will be purely for **one year** from the date of admission with no guarantee (or) absorption (or) continuation (or) confirmation under any circumstances.

Note [A] : Selection procedure :

- No separate call letters will be sent to the candidates applied for Administrative Trainee (or) Library Trainee. However, the candidates need to go through the list of shortlisted candidates to appear for written test as explained in the table above.

How to apply for Administrative Trainee :

The 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”** (as applicable) to reach on or before **November 13, 2019 (Friday):** The Registrar, The Institute of Mathematical Sciences, 4th Cross Road, CIT Campus, Taramani, Chennai - 600 113.

How to apply for Library Trainee :

- Interested candidates to undergo training in Library are requested to send their bio-data only through E-mail to **unique e-mail id “library@imsc.res.in”** mentioning the position details in the **subject of the e-mail as “Application for Library Trainee” of Advt. No: 18-R/IMSc/2019 dated 04/11/2019.** Indicating subject in the e-mail as explained above is very important.
- **Mails sent on or after 1700 hrs on November 13, 2019 (Wednesday) will not be considered** under any circumstances.
- Only shortlisted candidates whose names are displayed by us on the Opportunities page of IMSc website by 1730 hrs on 15.11.2019 only need to report for Written Test / Interview on 22.11.2019.
- The candidates who have applied for Library Trainee against this advertisement and whose names are shortlisted should bring one copy of valid proof of ID card with original (like AADHAR/Driving License/ Passport / VoterID) when they report for written test. They 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 the last date will not be allowed to appear for Written Test or Interview under any circumstances.
- 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.

II) Project Positions:

Applications are also invited for filling up the following Project positions under the new Scientific / Academic 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 contract basis only initially for a period of one year from the date of appointment but extendable subject to performance & subject to approval of the competent authority for one more year not beyond and there is no scope of continuation / regularization / absorption under any circumstances.

TABLE -II

Sl No	Title of the Apex Project & Sub Project	Name of the Project Position	Number of positions	Selection Method	Minimum Educational Qualifications & Experience	Consolidate d 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	Last date for submission of applications for each position through email to unique email id shown under column (8)	Date on which the list of candidates shortlisted for written test to be displayed by us on opportunities page of our website.	Date of written test/ interview
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01	Design and Development of integrated online Information resource Management System (Library, Alumni, Annual Report and Publications)	Project Scientific Assistant (Library)	One	Written test followed by Interview for short listed candidates on the same day. [or] Direct interview in case the no. of candidates appeared is less than five	Educational Qualifications: First Class Masters in Library and Information Science Experience: Minimum 2 years experience in academic / research libraries in handling acquisition, circulation, journal subscriptions and technical processing (cataloging and classification etc). Desirable: Working knowledge of basic computer applications and library management software (Koha/Libsys etc), institutional repository software (DSpace/Eprints etc).	Rs. 46,500/-	library@imsc.res.in	By 1700 hrs on 13/11/2019 (Wed)	1730 hrs on 15.11.2019 (Friday)	Only shortlisted candidates to report for written test followed by interview at IMSc at 0900 hrs on 22.11.19 (Friday).
02	Computational Biology in IMSc	Project Technical Assistant (Elect) Level - I	One	Written test followed by interview only short listed candidates on the same day. (or) Direct interview	Please see note (a) below	Rs. 58,500/-	taelecjune19one@imsc.res.in	By 17.00 hrs on 13/11/2019 (Wed)	1730 hrs on 21st (or) 22nd November 2019	Will be announced along with shortlisted candidates on 21st (or) 22nd, November 2019.
03	Vigyan Prathiba Project	Project Assistant (Outreach)	One	Only through Direct Interview	Please see note (b) below	Rs. 38,440/-	apply_cell@imsc.res.in	By 1700 hrs on 13/11/2019 (Wed)	1730 hrs on 21st (or) 22nd November 2019	Will be announced along with shortlisted candidates on 21st (or) 22nd, November 2019.

Note (a) : Required Educational Qualifications for Project Technical Assistant (Electrical) Level - I [Table -II, serial 2]:

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 CPWD works manual.

Good experience in tendering and preparing the estimates and market rate analysis. Coordination with TNEB, CEIG to get safety certificate and to complete IE rule 63 electrical works.

Desirable : Working knowledge of basic computer softwares of LINUX, AUTOCAD & LIBRE OFFICE.

Note (b) : Required Educational Qualifications for Project Assistant (Outreach) :

Minimum : Masters in Mathematics or the Sciences or Bachelors in Technology:

Essential experience: Good scientific background

Desirable experience: Outreach / educational activity

Specific requirements : The selected candidates will provide support to the resource generation efforts of IMSc in education and outreach. They will help in organizing the outreach events. They will also be involved in the compilation and organization of educational material generated by IMSc outreach workshops and events, in the form of publications and online resources, in a manner that is accessible to teachers and students.

Essential skills for this position are fluency in English (however, fluency in Tamil is desirable), good writing and communication skills, and strong technical ability to creatively use online platforms for educational purposes. A prior background in scientific outreach is desirable.

Note (c) :

- Interested candidates for the above Project positions 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, mentioning the 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: 18-R/IMSc/2019 dated 04/11/2019.**
- **Mails sent on or after 1700 hrs on November 13, 2019 (Wednesday) will not be considered** under any circumstances.
- Indicating subject in the e-mail as explained above is very important.
- 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 [1000 to 1130 hrs] or to go with direct interview.
- 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 names of shortlisted candidates will be displayed by us after verifying their candidature on the **“Opportunities page”** of the Institute’s website [www.imsc.res.in] on the dates indicated under Col (10) in the above table. Therefore, only short listed candidates need to report for Written Test / Interview on the date as explained under Col (11) in the above table.
- 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). They 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 the last date will not be allowed to appear for Written Test or Interview under any circumstances.
- 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.

Note (d) :

Venue of Written test / Interview as per dates to be announced as explained in the above table	
To report for Written Test at 0900 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]

Note (e) : IMPORTANT FOR THOSE WHO APPLY FOR PROJECT POSITIONS :

1. The candidates submitting e-mails for the Project positions are requested to note the day and date of written test followed by interview without fail.
2. The candidates should on their own attend for written test followed by interview.
3. All those candidates who have been short listed for the Project positions are requested to **report sharp at**

0900 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.
7. Application should be sent *Only through email & no hard copies of applications are considered*

General Conditions for those who apply for Admn. Trainees , Library Trainees & Project positions :

1. The prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be considered for the advertised traineeship (or) Project position for shortlisting. 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. Admission (or) Appointment against this advertisement selection process will be purely as per terms and conditions mentioned therein and will terminate automatically without any notice or compensation on termination.
3. The admitted (or) appointed candidate shall have no claim of appointment / absorption in IMSc, Chennai. No accommodation will be provided to the Selected Admn trainees, Library trainees and Project staff during their association with IMSc.
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 for training (or) Project positions immediately on receipt of offer of admission / 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 traineeship (or) Project positions applied for.
8. Please visit "Oportunities Page" of our website www.imsc.res.in for full details of advertisement, shortlisted list of candidates to be displayed as per the dates explained above along with time and date of written test for each traineeship (or) Project position and visit "Getting here" page to know location information of our Institute.


29/11/2019
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