

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.11-R/IMSc/2017 dated 01/06/2017

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Recruitment of Project Position [House Keeping]

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 position of "Project Assistant (House Keeping)" on consolidate salary from the eligible candidates who fulfill requisite qualifications/ specifications mentioned therein. The position is operated on contract basis under one of the ongoing XII Plan projects of the Institute initially for a period of one year. The appointment will not confer any right to claim for regular appointment and will not be continued after completion of the project period under any circumstances.

A] PROJCT POSITIONS:

Table - 1

Position & Code No.	No. of Positions	Selection method	Minimum qualifications	Consolidated salary
Project Assistant [House Keeping] Code: PAHK [1/2]	ONE	Written test 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	Essential Qualification: Three year Diploma (after SSC) in Hotel Management & Catering Technology from a reputed College / Institution approved by AICTE, New Delhi. National Council for Hotel Management / Dept. Of Technical Education, Govt. Of Tamil Nadu with minimum of 55% marks. Essential Experience : Atleast 5 years 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. Duties & 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/ issue of keys to regular staff, visitors, PDFs/ JRFs etc.	Rs.30,000/- (all inclusive) with experience of more than 10 years. [or] Rs.25,000/- (all inclusive) with experience of 5 years.

B] General Information:

Interested candidates are requested to send a brief email about their interest by attaching therewith their latest resume to email "pahk-2017@imsc.res.in" mentioning the position details in the subject of the e-mail as "Application for the position of Project Assistant [HK], Code No.1/1" Advt. No.11-R/IMSc/2017 dated June 1, 2017, the email should reach us on or before 1700 hrs of 15.6.2017.

Note: Mails sent on or after the above time & date will not be considered under any circumstances.

Time of report for written test: 0930 hrs on 28.6.2017 as detailed below:

Table II

Date of Written Test & Interview	Venue	Time
28.06.2017 [WEDNESDAY]	Chandrasekhar Hall, 1 st , Main Building	1000 hrs to 1100 hrs - Written Test if candidates are more than five
	Lounge, 3 rd Floor, Institute Main Building	Time of interview will be announced at the Test Venue.

IMPORTANT:

1. The candidates submitting e-mails for the above position are requested to note the day and date of written test followed by interview shown above.
2. The candidates should on their own attend for written test on the date mentioned above.
3. All those candidates who have applied for the above position [before 1700 hrs of last date of receipt of applications as shown above are requested to report start at 0930 hrs on the date of Written Test at Chandrasekhar Hall, Main Building, IMSc as shown in Table II. The candidates should bring along with them copy of the email sent by them along with the its enclosures [email, resume and certificates]. The candidates should also bring along with them all original certificates and one set of copies of all certificates as to proof of age, educational qualification, and experience etc.
4. The list of successful candidates of the written test will be displayed on the notice board at about 1300 hrs or earlier at the Reception, Ground Floor, main Building on the same day. Those who could not clear the Written Test need not wait beyond declaration of result.
5. Hard copies of applications / resume received by hand / post / courier will not be considered.
6. E-mail received by us without attaching resume will not be considered.

GENERAL CONDITIONS:

1. **Age limit :** Minimum 18 years and Maximum 27 years as on **20.06.2017** [upper age relaxation admissible to SC/ST/OBC/PWD candidates as per rules of Govt. of India subject to submission of certificates as proof].
2. 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 under any circumstances.
3. 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.
4. Before applying for the post, the candidates should ensure that he/she fulfil all the eligibility 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 for full details of advertisement and visit "Getting here" page to know location of our Institute.

R. Indira

ADMN. OFFICER