



विज्ञापन संख्या / Advt No. 05-R/IMSc/2022

Dated 11th / May 11, 2022

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 **Seven (7) Stipendary Trainees** (Para I, Table -I & Note (A) below) and **one (1) Project Staff** (Para II, Table – II & Note (B) below) for operation during the prescribed periods mentioned therein :

Sl. No	Name of the position	No. of positions proposed to be filled
1	Administrative Trainees	04
2	Library Trainees	03
3	Project Scientific Officer (E)	01

D) 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	Unique email ID
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
1.	Administrative Trainee	<p>Essential:</p> <ul style="list-style-type: none"> - Any bachelor degree with First Class & with good English knowledge. - Should have passed out during 2020 and 2021 only. - The candidate should possess good working knowledge in MS-Office tools & email operations & Accounting procedure. 	04	Minimum 18 years and Maximum 25 years as on last date of receipt of application.	The Selection will be made on merit basis through a written test, typing test on Computer followed by interview, all of which will be conducted on the same day. Only those candidates who qualify in written test and typing test (held in 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 01/06/2022 are to appear for written test, the date of which will also be announced along with the above list.	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 five day week basis.	admtrainee@imsc.res.in

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	Unique email ID
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
2.	Library Trainee	<p>Essential: ML/Sc Degree with first class and with good English knowledge. - Should have passed out during 2020 and 2021 only.</p> <p>Desirable: - Preference will be given to those candidates who have pursued the degree as regular academic course.</p>	03	Minimum 22 years and Maximum 25 years as on last date of receipt of application 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 & displayed by us on 01/06/2022 are to appear for written test, the date of which will also be announced along with the above list.	Rs.15,000/- per month (Consolidated and all inclusive)	To undergo training in Library including RFID enabled library automation, technical processing, arranging of books in the book racks, photocopying, binding, file management and other assistance to Library staff on six day week basis.	librarytrainee@imsc.res.in

- The period of training will be purely for **one year** from the date of admission with no guarantee of regular employment (or) absorption (or) continuation (or) confirmation under any circumstances.

Note [A] : Selection procedure :

- 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 opportunities page of our website www.imsc.res.in on 1.6.2022 along with actual date of written test & typing test which will be followed by interview for those who successfully get qualified in written test & typing test.

Candidates meeting the above criteria are requested to send a brief e-mail by attaching therewith their latest resume to unique e-mail id as mentioned at Col (10) against the trainee position in the above table **on or before 2400 hrs on 25.5.2022** along with relevant certificates for proof of date of birth, educational & computer qualifications, experience , if any, etc, mentioning the trainee position in the subject of the e-mail as “ **Application for Administrative Trainee**” / “ **Application for Library Trainee**” of **Advt. No. 05-R/IMSc/2022 dtd 11.5.2022.**”

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

1. Mails sent after the above time & date will not be considered under any circumstances.
2. Indicating subject in the e-mail as explained above under General Information of the Trainee position is very important.
3. The candidates submitting emails for the above positions are requested to note the date mentioned in Col. (7) above and visit the IMSc website periodically for any updates.
4. Emails received by us without attaching resume will not be considered under any circumstances.
5. Hard copies of applications / resume received by hand / post / courier **will not be considered** under any circumstances.
6. The prescribed qualifications are minimum and mere possession of the same does not entitle the candidate to be considered for the advertised traineeship 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.
7. Admission 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.
8. The admitted candidate shall have no claim of appointment / absorption in IMSc, Chennai. No accommodation will be provided to the Selected

Admn trainees & Library trainees during their association with IMSc.

9. 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 original tickets.
10. Selected candidates will have to join for training immediately on receipt of offer of admission.
11. No interim enquiries / correspondence / communications of any sort will be entertained on the matter.
12. Canvassing in any form and / or bringing any influence, political or otherwise will be treated as a disqualification for the traineeship applied for.
13. **Please visit “Other positions” under “Opportunities Page” of our website www.imsc.res.in for full details of advertisement, shortlisted list of candidates to be displayed on 1.6.2022 along with time and date of written test for each traineeship and visit “Getting here” page to know location information of our Institute.**

II) PROJECT STAFF:

TABLE-II

Title of the Project	Name of the Project position	No. of position	Selection method	Minimum Educational Qualifications & Experience	Consolidated Salary p.m (all inclusive & no other allowances are allowed)	Unique email id to which soft copy of the application to be sent (Only through email & no hard copies of applications are considered)	Last date for submission of each position through email id shown under col. (7)	Date of interview
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
Vigyan Pratibha	Project Scientific Officer (E)	01	Online Interview	<p>Essential Qualification:</p> <ul style="list-style-type: none"> ➤ PhD in Science, Mathematics, Science/ Mathematics Education or a related field. ➤ 7 years experience in research / science communication / outreach. <p>Desirable: Experience of developing and testing curricula, learning units, teacher education material, etc. Proficiency in writing in English, word processing and data analysis using softwares. Proficiency in writing in local languages such as Tamil, Hindi, or any other Indian language in addition to English. Good communication skills and an interest in local practices, cultures, and diversity in the country. Willing to undertake extensive field work and travel to schools in different locations in Tamil Nadu and nearby states. Candidates with prior experience of leading material development and field teaching projects in an educational setup or those with additional degrees in education will be given preference.</p> <p>Age : Maximum age limit not more than 40 years as on last date of submission of application.</p>	Up to a maximum of Rs. 107,500/- p.m	vp_2022@imsc.res.in	Last date for submission : 25/5/22 Shortlisted candidates will be displayed on IMSc web-site on 1/6/22	Will be intimated separately through email.

GENERAL INFORMATION :

Interested candidates are requested to send a brief e-mail by attaching therewith their latest resume to unique e-mail id as mentioned at Col (7) against Project position in the above table on or before 1700 hrs on the date mentioned at Col (8) against each project position mentioning the position details in the subject of the e-mail as “**Application for the Project Position (Name of the Project Position in Capital Letters) of Advt. No. 05-R/IMSc/2022 dtd 11.5.2022.**”

The position is purely temporary for one year in the first instance and extendable depending on the duration of the individual project, availability of fund in the project, satisfactory performance/ conduct of the project staff.

Note (B) :

1. Mails sent after the above time & date will not be considered under any circumstances.
2. Indicating subject in the e-mail as explained above under General Information of the Project Position is very important.
3. Only those candidates who are meeting the minimum educational qualifications & experience mentioned in the advertisement will be eligible to appear for online interview. Hence screened list of candidates will be displayed by us after verifying their candidature on the “Opportunities page” of the Institute’s website [www.imsc.res.in] as indicated in Col. (8). Therefore, shortlisted candidates whose names are displayed by us on Opportunities page only need to appear for online Interview as shown in Col. (9) in the above Table.
4. The candidates who have applied for the Project position against this advertisement and whose names are shortlisted for online interview and displayed by us on the opportunities page of IMSc website will only be allowed to appear for online Interview.

IMPORTANT :

- The candidates submitting emails for the above position are requested to note the dates indicated in Col. (8) above and visit the IMSc website periodically for any updates.
- Emails received by us without attaching resume will not be considered under any circumstances.
- Hard copies of applications / resume received by hand / post / courier **will not be considered** under any circumstances.

GENERAL CONDITIONS :

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.

Vinayalatha S.
11-5-2022

कुलसचिव / REGISTRAR

विनयलता. एस / VINAYALATHA. S

कुलसचिव / Registrar

भारतीय विज्ञान संस्थान

THE INSTITUTE OF MATHEMATICAL SCIENCES

(एम्सएलु ऊर्जा विभाग, भारत सरकार का स्वायत्त संस्थान)

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

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