



THE INSTITUTE OF MATHEMATICAL SCIENCES
(Autonomous Institution under Department of Atomic Energy Govt. of India)
IV CROSS ROAD, CIT CAMPUS, THARAMANI, CHENNAI 600 113



Advt No.11-R/IMSc/2023 dated 10.3.2023

The Institute of Mathematical Sciences (IMSc), Chennai is a National Institute of Higher Learning which fosters high quality fundamental research in frontier disciplines of the Mathematical and Physical Sciences. The Institute admits students after their M.Sc./M.Tech degree (or) B.Sc/B.Tech Degree for pursuing and obtaining doctoral degrees under Ph.D/Integrated Ph.D. programmes of 5 years and 7 years respectively in the disciplines of Theoretical Physics, Mathematics, Theoretical Computer Sciences and Computational Biology. This Institute is one of the Aided Academic Institutes under the Department of Atomic Energy, Government of India. IMSc is fully funded by the Department of Atomic Energy and partially funded by the Government of Tamil Nadu.

IMSc is looking for a dynamic and highly knowledgeable Scientific Assistant-C (Library) who will be responsible for providing necessary academic and research support to the library users with overall supervision and management of the IMSc Library facilities, which is a world-class Library with 76041 books, 350 national and international journals and other periodicals which are available to the Institute users on 24x7 basis.

On line applications are invited for **Direct Recruitment** from eligible Indian Citizens for filling the following post through website www.imsc.res.in **The facility for submission of online applications will be available from 10.03.2023 upto 2400 hrs on 31.03.2023 which will be the last date for receipt of online applications.**

“The Institute strives to have a work force which reflects gender balance and women candidates are encouraged to apply”.

Details of Post advertised for Direct Recruitment:

Group of Post	Post Code	Name of the Post	Vacancies & Category	Pay Details
B	SA(C)-01	Scientific Assistant -C [Library]	1 (One) (UR)	Basic Pay :Rs.35,400/- Level - 6 of 7 th CPC

Qualification: Candidates should have completed a Bachelor's Degree in Library and Information Science.

Experience: Minimum 02 years experience in a large Academic Library in Level - 6 in the pay matrix under 7th CPC or equivalent.

Essential Skills:

- Knowledge of Linux/Mac/Windows and office management software modules such as writer, spreadsheet and presentation etc
- Library management software : KOHA or equivalent
- Library Repository management software: Dspace, Eprints etc
- Library RFID systems management

Desirable Skills:

Hands on Experience in:

- Various modules of Library management software- acquisition, cataloging, circulation, and user services
- Repository management software : Maintenance of records of theses/dissertations, and other archival materials
- Handling of RFID based library services – circulation, inventory etc

Job Description:

The Scientific Assistant 'C' assists in the smooth functioning of the activities of the Institute Library and in systematic maintenance of the records about books, journals subscription and management, user support and other library reference services. He/She is also responsible for smooth record keeping of library circulation activities including the follow up actions with users.

Higher starting salary could be considered for deserving candidates.

Mode of Selection	<p><u>Written test & Interview :</u></p> <p>Objective type test will be held at Chennai only.</p>	<p>Applicants who fulfill the eligibility criteria only will be screened-in and called for Written test and the date, time and venue will be intimated through E-mail separately besides displaying the list of screened-in applicants on our web-site.</p> <p>Written test will be only qualifying exam / screening test to shortlist candidates for Interview.</p> <p>The candidates who are shortlisted only will be called for Interview on the basis of cut off marks and the date, time and venue will be intimated separately through Email, besides displaying the list of shortlisted candidates on our web-site.</p>
		<p>Document verification: Candidates would be required to produce the relevant certificates in original for verification and submit one set of attested copies for records before the commencement of Interview. If certificates produced by candidates are not valid, such candidates will not be permitted to appear for Interview. Further, their candidature will be cancelled.</p>
Final selection / Empanelment criteria	Marks obtained in interview only will be considered for final selection / empanelment.	
Application Fee	Rs. 300/- should be paid through online only. (Non refundable)	

Maximum Age Limit: Not more than 35 years as on 31.3.2023 which can be relaxed in deserving cases

General Terms & Conditions:

1. Applications will have to be submitted through **ONLINE** only.
2. Candidates who have not acquired required educational qualification as on the closing date for receipt of application (**i.e.31.3.2023**) need not apply. No further correspondence or clarification can be entertained on this matter.
3. Candidates are requested to go through carefully the details of post and instructions.
4. Candidates working in Government / Semi Government / Public Undertakings / Autonomous bodies should apply through proper channel and they should enclose a **“No Objection Certificate”** from the present employer.
5. Only candidates who are shortlisted after Written Test will be called for Interview.
6. Candidates are required to have a valid Email ID and Mobile Number & convey the same in the application. It should be kept active during the currency of this recruitment. IMSc will send intimation / call letters for interview only through the registered email ID.

7. Any subsequent amendments / modifications etc. on this matter will be notified only in IMSc website under the page "**Recruitment of Scientific Assistant "C" (Library)**" under **Other Positions** under **Opportunities** page which may be referred to by the candidates regularly.
8. At the time of Interview, candidates must bring a printout of the call letter sent to them through email printed properly with header.
9. Before applying for the post, candidates should ensure that they fulfill all the eligibility norms. Candidates should have the requisite Educational & other Qualifications from recognised University / Institute as on the date of submission of the application.
10. Period of experience as prescribed in the Advertisement will be determined with reference to the last date for submission of application.
11. Mere fulfillment of requirements as laid down in the Advertisement does not entitle a candidate to be called for Interview.
12. The candidates belonging to SC category are required to submit caste certificate at the time of appearing for interview to claim reimbursement for to and fro second class (General Class) railway fare / bus fare by the shortest route or the actual fare paid whichever is less, subject to production of original tickets, etc.
13. The prescribed qualification are minimum and mere possession of the same does not entitle candidates to be called for Written Test / interview. The decision of the Director of this Institute in all matters will be final and binding on the candidates and no enquiry or correspondence will be entertained in this matter.
14. The selected candidates will be governed by new re-structured defined contribution Pension Scheme (National Pension Scheme), which has come into force w.e.f. 1.1.2004 vide Ministry of Finance Notification No. 5/7/2003-ECB&PR dated 22.12.2003 and the provisions made there under by contributing monthly an amount of 10% of pay and Dearness allowances and 14% contribution from Government.
15. Probation : The person selected will be appointed on probation as per rules.
16. IMSc reserves the right to accept or reject any application at any stage of the Recruitment process, if the candidate is found ineligible for the post. The decision of Director, IMSc shall be final in deciding the eligibility of the candidate. The mere fact that a call letter has been issued to the candidate and allowed to appear for interview will not imply that his / her candidature has been finally cleared or that entries made by the candidate in his / her application have been accepted as true and correct.
17. Director, IMSc reserves the right to cancel the whole process of recruitment without assigning any reasons thereof and decision of the Director, IMSc, is final in all respects.
18. Written examination results will be published on the IMSc website. Therefore, the candidates need not wait for the declaration of the result at test venue and they are advised to go through our website from the next day continuously.
19. Incomplete applications shall be summarily rejected.

20. The validity of operation of wait list, if drawn, will be one year from the date of preparation of the Select Panel. The wait listed candidate will be offered the post only in case of non joining of selected candidate / resignation of selected candidate after joining the post within one year from the date of drawal of the wait list.
21. Record of the non selected candidates shall not be preserved beyond 6 months from the date of formation of select list.
22. For any clarification, candidates may contact 044-22543150, email id : registrar@imsc.res.in

WARNING

- CANDIDATES WILL BE SCREENED IN FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR APPLICATIONS. THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW IF ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATION IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND ALSO LIABLE FOR ANY OTHER APPROPRIATE ACTION AS DEEMED FIT.
- NO COMMUNICATION WILL BE ENTERTAINED FROM CANDIDATES.
- ANY LEGAL DISPUTES ARISING OUT OF THIS ADVERTISEMENT ARE SUBJECT TO CHENNAI JURISDICTION ONLY AND IN CASE OF ANY DISPUTE, ENGLISH VERSION OF ADVERTISEMENT PLACED ON WEBSITE www.imsc.res.in WILL BE TAKEN AS REFERENCE.
- PAYMENT TOWARDS APPLICATION FEE SHOULD BE MADE ON OR BEFORE 2400 hrs ON 31.03.2023 ONLINE PAYMENT WILL NOT BE ACCEPTED BEYOND THE PRESCRIBED TIME.
- INDICATIVE ADVERTISEMENT HAS ALREADY BEEN PUBLISHED BY THE INSTITUTE IN EMPLOYMENT NEWS & LOCAL NEWSPAPERS.
- CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.


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