



गणितीय विज्ञान संस्थान
THE INSTITUTE OF MATHEMATICAL SCIENCES
 (परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त संस्थान)
 (An Autonomous Institution under Dept. of Atomic Energy, Govt of India)
 IV CROSS ROAD, CIT CAMPUS, TARAMANI, CHENNAI 600 113



Date : 16.3.2021

ADVT NO. 04-R/IMSc/2021

The facility for submission of online applications will be available from 17.3.2021 upto 24 hrs on 30.4.2021 which will be 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”.

ONLINE applications are invited from the eligible candidates belonging only to the categories of “Scheduled Caste (SC)” and “Other Backward Classes (OBC)” for filling up of two (2) regular vacant posts of Upper Division Clerk (UDC) (Level – 4 under 7th CPC) against two (2) backlog vacancies in the Institute of Mathematical Sciences (IMSc), Chennai as per details given below. **Candidates belonging to Unreserved (UR), Scheduled Tribes (ST), Backward Class (BC) & Economically Weaker Sections (EWS) need not apply as their candidature will not be considered.**

Name of the Post : Upper Division Clerk (Group “C”)

Number of Posts: 02 Nos			Educational Qualifications	
SC	OBC	TOTAL	Graduate with minimum 50% marks from a recognised University. Certified course in computers with 3 years with relevant experience. Desirable : 1. Minimum speed of 30 w.p.m in English Typewriting. 2. Knowledge of Computer data processing & Data Entry.	
01	01	02 Nos		
Note : The candidates belonging to “ST”, “EWS”, “BC” and “UR” are advised not to apply against this advertisement as their candidature will not be considered.			Maximum Age limit as per permitted relaxation by the Govt. as on 30.4.2021 (i.e. the last date of receipt of online applications)	
			<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">SC</th> <th style="text-align: center;">OBC (relaxable for those not belonging to creamy layer)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">32 yrs **(after providing admissible age relaxation of 5 yrs as per Govt. rules over and above maximum age of 27 yrs)</td> <td style="text-align: center;">30 yrs **(after providing admissible age relaxation of 3 yrs as per Govt. rules over and above maximum age of 27 yrs)</td> </tr> </tbody> </table>	SC
SC	OBC (relaxable for those not belonging to creamy layer)			
32 yrs **(after providing admissible age relaxation of 5 yrs as per Govt. rules over and above maximum age of 27 yrs)	30 yrs **(after providing admissible age relaxation of 3 yrs as per Govt. rules over and above maximum age of 27 yrs)			
** = After publication of detailed advertisement on our website on 17.3.2021 we have received certain clarifications on age relaxation. Therefore, the above mentioned two clauses have been added and the detailed advertisement is being uploaded once again on 18.3.2021. The candidates who have applied already and are applying now may kindly note this important change.				

Minimum Age limit for both the posts is 18 years as on 30.4.2021 i.e., the last date of receipt of online applications.

Further relaxable to Central Government Employees as per rules.

1	Level under 7th CPC	Level No. – 4 under 7 th CPC	
2	Mode of Selection	Level – 1 test : Objective type test will be held at Chennai only	All candidates applied and fulfilled the eligibility criteria will be called for Level - 1 test with the date, time and venue through Email. Level – 1 test will be only Objective test covering : 1. General English 2. General Knowledge 3. General Intelligence & Reasoning. 4. Quantitative Aptitude (Arithmetic).

			qualifying exam / screening test to shortlist candidates for Level – 2 test.	
		Level – 2 test : Descriptive type test will be held on a different date at Chennai only within a month from the date of Level – 1 test on successful completion of document verification.	<p>The candidates who are shortlisted only will be called for Level - 2 test with the date, time and venue through Email.</p> <p>Only 20 shortlisted candidates from the SC category and only 20 shortlisted candidates from OBC category (i.e. in the ratio of 1:20) will be called for Level – 2 test on the basis of marks obtained in the Level – 1 test. In other words, the candidates shall be shortlisted for Level – 2 test in the event where large number of candidates obtained minimum qualifying marks in Level – 1 examination. Obtaining the minimum qualifying marks alone does not entitle a candidate to be called for Level – 2 examination. If there is more than one candidate with the same cut off mark (while shortlisting in the ratio of 1: 20), then all the candidates with the same marks will be shortlisted for Level – 2 examination.</p> <p>Forenoon : Document verification. Candidates would be required to produce the relevant certificates in original for verification and submit one set of attested copies for records. If certificates produced by candidates are not valid, such candidates will not be permitted to appear for Level -2 examination which will be held on the same day in the afternoon. Further, their candidature will be cancelled.</p> <p>Afternoon : Level – 2 examination will be held in the afternoon for only those candidates who have been called for this test and fulfilled document verification exercise on the forenoon of the Level – 2 examination.</p>	Descriptive written test inclusive of objective questions : Part A: English Language comprising of Comprehension, Precis and English Grammar – 50%. Part B : Descriptive test comprising of Essay, Noting and Drafting – 50%.
3	Final selection / Empanelment criteria	Marks obtained in Level – 2 test only will be considered for final selection / empanelment.		
4	Application Fee	Rs. 100/- should be paid through online only. (Non refundable) The following candidates are exempted from payment of Application fee : Candidates belonging to SC, Ex-Servicemen, Women & Persons with Physical disability (Divyang).		

GENERAL TERMS & CONDITIONS :

1. Applications will have to be submitted **ONLINE** only.
2. Candidates who have not acquired required educational qualification as on the closing date for receipt of application (i.e. 30.4.2021) need not apply. No further correspondence or clarification can be entertained on this matter.

3. Since both the above posts are backlog vacancies meant for one each in the category of “SC” and “OBC” the candidates belonging to “ST”, “EWS”, “BC” and “UR” are advised not to apply against this advertisement as their candidature will not be considered.
4. Candidates are requested to go through carefully the details of post and instructions.
5. 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.
6. Only screened in applicants will be called for Level – 1 written test. Only shortlisted candidates as explained above will be called for Level- 2 written test.
7. 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 written examination only through the registered email ID.
8. Any subsequent amendments / modifications etc. on this matter will be notified only in IMSc website under the page “**Recruitment of Upper Division Clerk**” under **Other Positions** under **Opportunities page** which may be referred to by the candidates regularly.
9. At the time of written examination, candidates must bring a printout of the call letter sent to them through email printed properly with header.
10. 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.
11. Period of experience as prescribed in the Advertisement will be determined with reference to the last date for submission of application.
12. Mere fulfillment of requirements as laid down in the Advertisement does not entitle a candidate to be called for written examination.
13. SC/OBC Certificate should be issued by the Specified Authority in the prescribed format and the Caste / Community should have been included in the Presidential orders in relation to the concerned state. For claiming the benefit of reservation the SC and OBC candidates are required to submit a latest Caste Certificate in the proforma prescribed by Government of India and upload along with their online application. The Certificate submitted for claiming reservation under OBC category should have a mention that the candidate does not belong to the persons / sections (Creamy layer) as mentioned in Col. (3) of Schedule to the Department of Personnel and Training, Government of India OM NO. 36012/22/93-Estt.(SCT) dated 8.9.93 and OM No. 36033/1/2013-Estt.(Res.) dated 13.9.2017. The candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits.
14. The candidates belonging to SC category are required to submit caste certificate at the time of appearing for written test (Level – 1 and Level – 2) 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.
15. The prescribed qualification are minimum and mere possession of the same does not entitle candidates to be called for Level – 1 written test. 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.
16. 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.
17. Probation : The persons selected will be appointed on probation as per rules.
18. 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 in written examination 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.
19. Director, IMSc reserves the right to cancel the whole process of recruitment without assigning any reasons.
20. Evaluation of answer papers of Level – 1 test will be completed and published on the IMSc website by evening of the same day and date. Therefore, the candidates need not wait for the declaration of the result at test venue and they are advised to go through our website on next day.

21. Travelling allowance will not be paid to the candidates who are called for medical examination and appointment etc.
22. Incomplete applications shall be summarily rejected.
23. Decision of the Director, IMSc will be final in all respects.
24. 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.
25. Record of the non selected candidates shall not be preserved beyond 6 months from the date of formation of select list.
26. For any clarifications first refer to the FAQ section, since most of the common questions are addressed here. This section will also be updated from time to time.
27. Please write to the following email id ONLY if going through this website including FAQ does not solve your problem. Depending of the volume of emails received, we might take a few days to respond to your individual emails.
Email: recruit@imsc.res.in
28. For any clarification / technical help, candidates may contact 044-22543151.
29. IMSc reserves the right to fill up both the post advertised and alter the number of posts or even cancel the whole process of recruitment.

WARNING

CANDIDATES WILL BE SHORTLISTED FOR WRITTEN EXAMINATION 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 EXAMINATION 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 NOT SELECTED REGARDING WRITTEN EXAMINATION / DOCUMENT VERIFICATION / APPOINTMENT, ETC.

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 BEFORE 2400 hrs ON 30.4.2021. 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.
