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)*
CIT CAMPUS, TARAMANI, CHENNAI - 600113

Date : November 2, 2026

ADVT NO. 05-R/IMSc/2026

**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 for filling up the following posts in the Institute:

**Name of the Post : Upper Division Clerk (Group "C")**

***Number of Posts: 04 Nos***

| *Unreserved (UR)* | *Other Backward Classes (OBC)* | TOTAL |
|---|---|---|
| 03 | 01 | 04 Nos |

***Educational Qualifications***

Graduation with minimum 50% marks.

**Desirable qualification:**

Good communication skills both oral and written. Knowledge / experience in any accounting software (i.e) tally, etc. Good knowledge of computer applications and usage of Office software.

**Age:** Minimum age is 18 years and Maximum Age limit as per extant Govt. instructions as on the last date of receipt of online applications shall be applicable.

| UR | OBC (relaxable for those not belonging to creamy layer) |
|---|---|
| 27 years | 30 yrs [after providing admissible age relaxation of 3 yrs as per Govt. rules over and above maximum age of 27 yrs, subject to production of OBC certificate (Non-creamy layer) covering the financial year of the advertisement] |

Relaxation to Central Government Employees shall be applicable, as per rules.

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| 1 | **Level under 7th CPC** | Level - 4 under 7th CPC | | |
| 2 | **Mode of Selection** | Written Tests in two levels as detailed below:<br>Level – 1 test : Objective type test **will be held at Chennai only** | All candidates who have applied and fulfilling the eligibility criteria will be called for Level - 1 test with the date, time and venue communicated through Email.<br><br>Level – 1 test will be only qualifying exam / screening test to shortlist candidates for Level – 2 test. | Objective test covering :<br>1. General English<br>2. General Knowledge<br>3. General Intelligence & Reasoning.<br>4. Quantitative Aptitude (Arithmetic). |
| | | Level – 2 test : Descriptive type test **will be held separately for the shortlisted candidates on successful completion of document verification.** | The candidates who are shortlisted only will be called for Level - 2 test with the date, time and venue communicated through Email.<br><br>Only 20 shortlisted candidates for each post from the UR 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 | Descriptive written test inclusive of objective questions:<br>Part A: English Language comprising of Comprehension, Precis and English Grammar – 50%.<br>Part B : Descriptive test comprising of Essay, Noting and Drafting – 50%. |

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| | | | 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.<br>The candidates shortlisted for Level – 2 examination will be required to complete original document verification before the examination. | |
| 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)<br>The following candidates are exempted from payment of Application fee :<br>Candidates belonging to Ex-Servicemen, Women & Persons with Physical disability (Divyang). | | |

**Documents to be uploaded when submitting the application:**

1. Proof of Date of Birth
2. Proof of Category, if belonging to OBC
3. Proof of Essential Educational Qualification
4. Consolidated Marksheet
5. NOC, if applicable
6. Ex-servicemen certificate, if applicable
7. Application fee payment Receipt

**Last date for submission of application: 02.12.2026**

**GENERAL TERMS & CONDITIONS :**

1. Applications will have to be submitted **ONLINE** only. Applications received through any other mode will not be accepted / considered. **Only one application per candidate shall be considered.**
2. Candidates who have not acquired the required educational qualification as on the closing date for receipt of application need not apply. No further correspondence or clarification shall 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 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.
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 written examination 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 Upper Division Clerk"** under **Other Positions** under **Opportunities page** which may be referred to by the candidates regularly.
8. At the time of written examination, 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. Mere fulfillment of requirements as laid down in the Advertisement does not entitle a candidate to be called for written examination. Incomplete applications shall be summarily rejected.
11. OBC Certificate should be issued by the Specified Authority in the prescribed format and the Caste / Community should have been included in the Central lists of OBC in relation to the concerned state. For claiming the benefit of reservation the OBC candidates are required to submit a latest Caste Certificate (Non-creamy layer) covering the financial year of the advertisement in the proforma prescribed by Govenment 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.

12. 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.
13. 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.
14. Probation : The persons selected will be appointed on probation as per rules.
15. 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.
16. Director, IMSc reserves the right to cancel the whole process of recruitment without assigning any reasons.
17. Evaluation of answer papers of Level – 1 test will be completed and 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 keep checking the IMSc web-site.
18. Decision of the Director, IMSc will be final in all respects.
19. 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.
20. Record of the non selected candidates shall not be preserved beyond 6 months from the date of formation of select list.
21. 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.
22. For any clarification / technical help other than FAQs, candidates may write to recruitment@imsc.res.in
23. IMSc reserves the right to fill up the posts 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 AND SUBMISSION OF APPLICATION ONLINE SHOULD BE MADE BEFORE **1800 hrs ON 02.12.2026.** ONLINE PAYMENT WILL NOT BE ACCEPTED BEYOND THE PRESCRIBED DATE AND TIME.

INDICATIVE ADVERTISEMENT HAS ALREADY BEEN PUBLISHED BY THE INSTITUTE IN EMPLOYMENT NEWS & LOCAL NEWSPAPERS.

CANVASING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.

Vinayaluthan. S

**REGISTRAR**

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