



MADRAS SCHOOL OF ECONOMICS

(Recognized as Institution of Special Importance by Government of Tamil Nadu)

Gandhi Mandapam Road, (Behind Anna Centenary Library), Chennai - 600 025.

MSE invites applications for the nonteaching positions from qualified candidates for the following positions: -

- (i) Student Office Coordinator – 2 vacancy
- (ii) Assistant Librarian – 1 vacancy
- (iii) System Analyst – 1 vacancy

Qualifications:

(i) Student Office Coordinator:

Post Graduate degree in any discipline, with second class, with PG Diploma in the use of office software. Ability to write letters in English and Communicate orally in English. Proficient in typing.

Experience: Proficiency in using Microsoft Office, email communication and internet with knowledge of typing.

(ii) Assistant Librarian:

A Master's degree in Library Science / Information Science.

Experience: With seven years of experience in a reputed national level Research institute / University/College in the cadre of Library Assistant with the Working knowledge of integrated Library house-keeping software.

(iii) System Analyst:

B.E. in Computer Science / Information Technology /M.C.A./ M.Sc. Computer Science / Information Technology with a minimum seven years of experience in similar capacity in national level research institute / University / Industry.

Experience: Should have working experience in Linux based web and mail servers, experience in computer hardware, application software, statistical software, network systems System Administration and Backup Management. OS: UNIX/LINUX/WINDOWS, LAN/WAN/WIFI/Firewall, Programming languages: C/C++/JAVA, Web Programming & Content Management, working knowledge of any DBMS is desirable. CCTV Installation, Monitoring & troubleshooting, Video conferencing configuration and troubleshooting. Should have excellent communications skills in English, ability to independently draft notes for the meeting, minutes, letters, circulars, etc and ability to work with diverse set of colleagues. Should have excellent people skills, experience of managing an IT unit serving the IT and communication requirements of a group of users for their research or similar environment.

Basic Pay Scales

Student Office Coordinator : Pay Rs. 17,632

Assistant Librarian : Pay Rs. 28,017

System Analyst : Pay Rs. 41,369

For all above, the following are applicable:

- (i) HRA: 24% (subject to revision as per Govt. guidelines)
- (ii) TA: As per MSE rules
- (iii) DA: 38%
- (iv) EPF: 12% of pay.
- (v) Medical Reimbursement of Rs. 12,500/- per annum plus Group Medical Insurance

Madras School of Economics may consider suitable candidates who may not have applied. Interested candidates may send their bio-data with names of two or three referees to the **Administrative officer, Madras School of Economics, Gandhi Mandapam Road, Chennai 600 025 Email: ao@mse.ac.in by April 15, 2023.**

Only shortlisted candidates will be called for interview either in person or through online. Details about the School can be viewed at www.mse.ac.in.

March 15, 2023

K.R. Shanmugam

Director

Director

Tel : Of : 2235 2157, 2230 0304, 2230 0307 Economics

E-Mail : info@mse.ac.in (Behind Anna Centenary Library)

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