

MADRAS SCHOOL OF ECONOMICS

Gandhi Mandapam Road, Chennai - 600 025

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

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

Student Office Assistant – 1 vacancy

Qualifications:

Student Office Assistant:

Under Graduate degree in any discipline with second class, with Computer Knowledge and working knowledge in MS office. Ability to write letters in English and Communicate orally in English. Proficient in typing.

Experience: 2 years working experience in using Microsoft office, email communication and internet with knowledge of typing.

Basic Pay Scales

Student Office Assistant: Pay Rs. 16,000/-

For all above, the following are applicable:

- (i) HRA: 24%
- (ii) TA: As per MSE rules
- (iii) DA: 46%
- (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 candidate who may not have applied. Interested candidates may send their bio-data with names of two referees to the **Administrative officer, Madras School of Economics, Gandhi Mandapam Road, Chennai 600 025 Email: ao@mse.ac.in on or before February 26, 2024.**

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.

February 07, 2024



Director