

MADRAS SCHOOL OF ECONOMICS

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

Gandhi Mandapam Road, Chennai - 600 025

FULL TIME ADMINISTRATIVE OFFICER POSITION AT MSE

Applications are invited for the full time post of Administrative Officer (Equivalent to Registrar in Academic Institutions) at Madras School of Economics, an advanced Centre for Under Graduate, Post Graduate Teaching and Research in Economics / Management.

Qualification:

- (i) The candidate should possess at least Master's Degree with 55% of marks and good academic record,
- (ii) At least three years of experience in Supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution or Teaching and / or Research experience along with proven administrative capabilities, and
- (iii) The candidate should preferably be below 55 years of age.

The probationary period is two years.

Basic Pay Scales

Pay Rs. 57,700

the following are also applicable:

- (i) HRA: 24% (of pay)
- (ii) TA: Rs. 1800
- (iii) DA: 50 %
- (iv) EFP: 12% of pay.
- (v) Medical Reimbursement of Rs. 12,500/- per annum plus Medical Insurance

(Additional increments in basic pay will be considered for deserving candidates).

Interested candidates may send their bio-data with names of two or three referees to the Director, Madras School of Economics, Gandhi Mandapam Road, Chennai 600025

Email: director@mse.ac.in / shanmugam@mse.ac.in by May 31, 2024.

May 09, 2024



Director