

MADRAS SCHOOL OF ECONOMICS

Gandhi Mandapam Road, Chennai - 600 025

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

FULL TIME Assistant Librarian POSITION AT MSE

Applications are invited for the full time post of Assistant Librarian at Madras School of Economics, an advanced Centre for Under Graduate, Post Graduate Studies and Research in Economics/ Management.

Qualification:

- (i) A Master's degree in Library Science / Information Science with at least 55% marks and knowledge of computerization of library.
- (ii) 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. Experience / exposure in Koha open source Library software is preferable.
- (iii) The candidate should preferably be below 45 years of age.

The probationary period is two years.

Basic Pay: Pay Rs. 28,017/- p.m

The following are also applicable:

- (i) HRA:30%(of pay)
- (ii) TA:Rs.750/-
- (iii) DA:53%
- (iv) PF: 12% of basic plus DA
- (v) Medical Reimbursement of Rs.12,500/- per annum plus Medical Insurance

Interested candidates may send their bio-data with names of two referees to the recruitment@mse.ac.in by 28th November 2024.

Only shortlisted candidates will be called for interview. Details about the school can be viewed at www.mse.ac.in.

MSE reserves the right to relax the minimum criteria for highly deserving candidates. Also, MSE reserves the right not to fill the vacancy if no suitable candidates are found.

sd/-

October 28,2024

Director