

## **MADRAS SCHOOL OF ECONOMICS**

Gandhi Mandapam Road, Chennai - 600 025

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

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

**(i) Administrative Officer: 1 vacancy- Basic Pay Scale Rs. 57, 700/-**

**Qualifications:**

**Essential**

- The candidate should possess at least Master's Degree with 55% of marks and good academic record,
- 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

**Desirable**

- The candidate should preferably be below 55 years of age.

The probationary period is two years.

For more details about duties and responsibilities of the Administrative officer refer the link <https://mse.ac.in/wp-content/uploads/2026/05/MSE-AO-DUTIES.pdf>.

**(ii) Administrative Assistant – 1 vacancy – Basic Pay Scale Rs. 17,632/-**

**Qualifications:**

**Essential**

- 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.

**Desirable**

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

The probationary period is one year

**In addition to the Basic Pay, the following are applicable for both the posts.**

- (i) HRA: 30% (of pay)
- (ii) TA: As per MSE rules
- (iii) DA: 60 %
- (iv) EPF: 12% of pay.
- (v) Medical Reimbursement of Rs. 25,000/- per annum (paid quarterly) plus Medical Insurance (Additional increments in basic pay will be considered for deserving candidates).

Candidates are requested to fill out the google form using the following link <https://forms.gle/8WcRbPWviv2PT9fK8> on or before June 15, 2026. Applicants are requested to include two or three references in their CV.

May 19, 2026

**Sd/-  
Director**