

**THE INSTITUTE OF MATHEMATICAL SCIENCES**  
**CIT CAMPUS, TARAMANI**  
**CHENNAI 600 113**

The Institute of Mathematical Sciences is a National Institution of higher learning whose primary purpose is to foster high quality fundamental research in frontier disciplines of the Mathematical Sciences. It is an autonomous body funded by the Department of Atomic Energy of the Government of India and the Education, Science and Technology Department of the Government of Tamil Nadu. The Institute follows the Central Government pattern of service conditions.

The Institute is looking for a person for the position of **Chief Administrative Officer**, who as head of administration and accounts, will have rapport with the academic staff members and will provide responsive administrative support to the development activities of the Institute.

The person should be a graduate of a recognized university with adequate knowledge of Government of India and autonomous body rules and regulations with exposure to administration, finance and accounts. Experience in computer techniques and their applications would be an added advantage. He should have a minimum experience of **15 years** in responsible administrative positions, of which a minimum of **5 years** should be in a position in the revised scale of pay of Rs 10,000-325-15,200 or equivalent. The preferred age of the candidate should be around 48 years. However, this can be relaxed in case of deserving candidates.

The revised scale of pay for the post of Chief Administrative Officer is Rs 12,000-375-16,500 plus allowances admissible to Central Government employees stationed at Chennai. Higher scale of pay may be considered for a specially deserving candidate. Residential accommodation will be provided to the selected candidate, if required.

Persons in service with Government, Semi-Government, Public Sector and Autonomous Bodies should send their applications through proper channel.

Application on plain paper with complete bio-data of the candidate, superscribing the envelope for the post applied, should reach the Director of the Institute on or before **30 April 1998**.