

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

- (i) Student Office Coordinator - 1 vacancy
- (ii) Student Office Assistant - 1 Vacancy
- (iii) Attender - 1 vacancy (Contractual)

Qualifications:

(i) Student Office Coordinator :

Post Graduate degree in any discipline, with atleast 55% , with PG Diploma in the use of office software. Ability to write letters in English and communicate orally in English and proficient in typing.

Experience: Proficiency in using Microsoft Office, email communication and internet. 3 to 5 years experience in preparation of Mark sheets / Report preparation / Exam related activities in academic institution is desirable.

(ii) Student Office Assistant :

Graduate degree in any discipline, with atleast 55% , with Computer Knowledge and working knowledge in MS Office. Ability to write letters in English and communicate orally in English and proficient in typing.

Experience: 2 years working experience in using Microsoft Office , email communication and internet.

(iii) Attender:

A Bachelor degree in any discipline.

Experience: 2 to 3 years experience in academic institution is desirable.

Basic Pay Scales

i) **Student Office Coordinator : Pay Rs.17,632/-**

ii) **Student Office Assistant : Pay Rs.16000/-**

the following are applicable:

- a) HRA: 30% of Basic Pay
- b) TA: As per MSE rules
- c) DA: 53% of Basic Pay
- d) EFP: 12% of Basic pay plus DA
- e) Medical Reimbursement of Rs.12,500/- per annum plus Group Medical Insurance
- f) Probation period will be 1 year

iii) **Attender : Pay Rs. 23000/- (Consolidated)**

Madras School of Economics may consider suitable candidates who may not have applied. Interested candidates may send their bio-data to the **Director, Madras School of Economics, Gandhi Mandapam Road, Chennai 600 025** Email: recruitment@mse.ac.in on or before **16 May 2025**.

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.

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.

April 17, 2025

Sd/-
Director