ADVT. NO. 05-R/IMSC/2026

The Institute of Mathematical Sciences (IMSc), Chennai

An Autonomous Institution under Dept. of Atomic Energy, Govt. of India

Upper Division Clerk Recruitment 2026

4 Vacancies | UR 3 · OBC 1 | Group C | Chennai

LAST DATE TO APPLY & PAY FEE (ONLINE)

2 December 2026 · by 6:00 PM

PAY LEVEL

Level 4

7th CPC pay matrix

AGE LIMIT

18 – 27 Years

OBC (non-creamy layer): up to 30 years · counted as on last date of application

QUALIFICATION

Graduation

Minimum 50% marks

APPLICATION FEE

100

Online only, non-refundable · Nil for Women, Ex-Servicemen & PwBD (Divyang)

SELECTION PROCESS

Level 1 – Objective (Chennai) → Document Verification → Level 2 – Descriptive →

Final Merit

Level 1 is a qualifying / screening test. Candidates are shortlisted for Level 2 in the ratio 1:20 per category (UR / OBC). Final selection is based on Level 2 marks only.

LEVEL 1 – OBJECTIVE TEST

- General English
- General Knowledge
- Intelligence & Reasoning
- Quantitative Aptitude

LEVEL 2 – DESCRIPTIVE TEST

Part A (50%): Comprehension, Précis & English Grammar
Part B (50%): Essay, Noting & Drafting

DOCUMENTS TO UPLOAD

- Proof of Date of Birth
- Category Proof (OBC)
- Educational Qualification Proof
- Consolidated Marksheet
- NOC, if applicable
- Ex-Servicemen Certificate, if applicable
- Fee Receipt

Desirable: Good oral and written communication skills, knowledge / experience of accounting software such as Tally, and good knowledge of computer applications and Office software.

Apply Online →

View Notification (PDF)

Queries: **recruitment@imsc.res.in**

Please refer to the official notification for complete terms and conditions.