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| **Photo** |

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**MADRAS INSTUTITUE OF DEVELOPMENT STUDIES**

 **NO.79, SECOND MAIN ROAD, GANDHI NAGAR,**

**ADYAR, CHENNAI – 600 020**

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| --- | --- |
| **Application for the Post of** | **ADMINISTRATIVE OFFICER** |
| Name of the Candidate [In BLOCK LETTERS – As recorded in Matriculation/Higher Secondary Examination Certificate] |  |
| Father’s Name / Husband Name |  |
| Date of Birth Completed years of age  | Date of birth: (DD/MM/YYYY): |
| Completed years of age as on **20.03.2022**: |
| Gender |  |
| Community Please specify | OC / BC / MBC / SC / ST(Please enclose Certificate as per the format)  |
| Present Marital Status |  |

**Educational Qualification**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Degree | Main Subject  | Institution where studied | Board / University  | Year of Passing | Total Marks & Class obtained | % of Marks |
| 1. | P.G. |  |  |  |  |  |  |
| 2. | U.G. |  |  |  |  |  |  |
| 3. | +2 |  |  |  |  |  |  |
| 4. | 10th Std |  |  |  |  |  |  |

**Additional / Professional Qualification [Please Specify]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Name of the Course  | Name of the Institution where studied | Duration of the Course | Year of Passing | Class obtained |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**Technical Qualification [Please Specify]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Name of the Course  | Name of the Institution where studied | Duration of the Course | Year of Passing | Class obtained |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

|  |  |
| --- | --- |
| Communication Skills - Language Known | To Read and speak:To Write: |

**Details of Present position / Previous Experience (please give in chronological order)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Designation  | Holding the post  | Name of theinstitution | Permanent/Contract | Scale of Pay / Consolidated Pay |
| From  | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please enclose Salary, Conduct and Character Certificate from the last / present employer**

**Name, address, mobile number and email id of two referees [The referees should not be your blood relation]**

|  |  |
| --- | --- |
| **1.**Name:Designation:Address:E-mail:Mobile No: | **2.**Name:Designation:Address:E-mail:Mobile No: |
| **Candidate’s permanent address:** | **Candidate’s address for communication:** |
| **Contact Mobile No:/E-mail ID** | **Mobile No:****E-mail ID:**  |

**Candidates presently employed should submit hard copy of the application through proper channel along with Salary, Conduct and Character Certificate.**

**Date: Signature of the Applicant**

**List of documents enclosed:**

1.

2.

3.

4.

5.

6**.**

The Candidates should also submitsoft copy of the filled in application in Word document to **director@mids.ac.in**and **supporting documents (Certificates and Testimonials) in pdf format.**