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| **Affix Passport Size Photo**  **For applications in hard copy** |

**MADRAS INSTUTITUE OF DEVELOPMENT STUDIES,**

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

**ADYAR, CHENNAI – 600 020**

**APPLICATION FOR THE POST OF JUNIOR ASSISTANT**

**[Two Regular Vacancies - One each for General and SC Categories]**

|  |  |
| --- | --- |
| Name of the Candidate [In BLOCK LETTERS – As recorded in Matriculation /Higher Secondary Examination Certificate] |  |
| Father’s Name |  |
| Date of Birth (DD/MM/YYYY) Completed years of age | Date of birth: |
| Completed years of age as on Nov 1, 2017: |
| Gender |  |
| Community (OC/BC/MBC/SC/ST)  Please specify |  |
| Present Marital Status |  |

**Educational Qualification**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Degree | Main Subject | Medium  English/Tamil | 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 |  |  |  |  |  |  |  |

**Technical Qualification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Name of the Course | Name of the Institution where studied | Duration of the Course | Year of Passing | Class obtained |
| 1. | P.G. Diploma in the use of Office Software |  |  |  |  |
| 2. | Course on Tally and Accounting |  |  |  |  |
| 3. | Typewriting [Lower/Higher] |  |  |  |  |
| 4. | Short hand [Lower/Higher] |  |  |  |  |
| 5. | Any other Technical Course  [Please specify] |  |  |  |  |

|  |  |
| --- | --- |
| 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 the  institution | | Permanent/  Contract | Scale of  of 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: | | |

|  |  |
| --- | --- |
| **Permanent Address:** | **Address for communication** |
| **Contact Mobile No:/E-mail ID** | **Mobile No:**  **E-mail ID:** |

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

**Date: Signature of the Applicant**

Please attach documents as per the instructions.