Madras Institute of Development Studies

Photo

MADRAS INSTUTITUE OF DEVELOPMENT STUDIES

NO.79, SECOND MAIN ROAD, GANDHI NAGAR,
ADYAR, CHENNAI – 600 020

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 the institution	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**

<u>List of documents enclosed:</u>

1.

2.

3.

4.

5.

6.

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