



UNIVERSITY OF MADRAS
(Application for the Temporary post of Office Staff)
RUSA 2.0

Name of the Post Applied for:	
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NAME [IN BLOCK LETTERS]	
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ADDRESS FOR COMMUNICATION	
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DISTRICT & STATE	
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MOBILE NO.	
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E-MAIL ID	
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DATE OF BIRTH/AGE	
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SEX	
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QUALIFICATION		
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	Year of Passing	Percentage
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10 TH		
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+2		
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Name of the UG			
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Computer Qualification (more than 6 months)		
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Experience	
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Organization Name	No. of years of Experience
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I declare that the details given above are correct and I stand responsible for their validity. Also I have enclosed all the certificates for the qualifications mentioned above.

Date:

Signature of the Applicant



UNIVERSITY OF MADRAS
(Application for the Temporary post of Office Assistant)
RUSA 2.0

Name of the Post Applied for:	
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NAME [IN BLOCK LETTERS]	
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ADDRESS FOR COMMUNICATION	
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DISTRICT & STATE	
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MOBILE NO.	
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E-MAIL ID	
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SEX	
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QUALIFICATION		
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	Year of Passing	Percentage
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10TH		
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+2		
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Experience	
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Organization Name	No. of years of Experience
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<p>I declare that the details given above are correct and I stand responsible for their validity. Also I have enclosed all the certificates for the qualifications mentioned above.</p> <p>Date: _____ Signature of the Applicant _____</p>	
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Instructions:-

- **No of Posts**
 - Office Staff : 10 Nos
 - Office Assistant : 6 Nos
- Office Staff Salary Rs.15,000/- per month (Consolidated)
- Office Assistant Salary Rs.10,000/- per month (Consolidated)
- Duration One Year (Extendable depending on performance)
- No TA/DA will be given to attend the interview.
- The post is to be filled up on purely temporary basis. The duration of the post is co-terminable with the project.
- **Last date for submission of the filled in application is 30.04.2021 up to 5.00 PM.**
- The cover should be super scribed as “Application for the post of Office Staff / Office Assistant under RUSA 2.0 Project”
- The Candidates should fill the above application format along with the enclosures of relevant certificates, to **The Registrar, University of Madras, Chennai 600 005, through Post only.**
- The University reserves the right to fill or not to fill up the above posts.

**Coordinator
Research, Innovation and Quality Improvement
RUSA 2.0**