



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]		
ADDRESS FOR COMMUNICATION		
DISTRICT & STATE		
MOBILE NO.		
E-MAIL ID		
DATE OF BIRTH/AGE		
SEX		
QUALIFICATION		
	Year of Passing	Percentage
10TH		
+2		
Name of the UG		
Computer Qualification (more than 6 months)		
Experience		
Organization Name	No. of years of Experience	
<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>		
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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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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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 _____

Instructions:-

- **No of Posts**

Office Staff : 07 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 23/08/2023 upto 5.00 P.M.**
- 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.

N. Mathuram
16/8/2023

Coordinator

Research, Innovation and Quality Improvement
RUSA 2.0