

Date: 21.06.2022

**INSTRUCTIONS TO CANDIDATES CALLED FOR INTERVIEW AT MSSW**

1. Interviews will be held only at MSSW Campus, Chennai.
2. Applicants called for interview must attend the interview on the date and time slot given to them.
3. In case you are unable to attend interview on the given date and time due to valid reasons such as appearing for end semester exams in the UG course you can contact the department and request for an alternative date/ time slot. Evidence must be produced to support your request.
4. For applicants who have applied for more than one PG program, it is possible that you have been called for two different interviews on the same date / time slot. You can attend one of the interviews in the given slot and request for an alternative date / time slot for the other interview(s).
5. The purpose of the interview is to verify the following apart from ascertaining your suitability and merit for the program you have applied.
  - a. UG percentage of marks: Trust you have given the correct percentage of marks up to 5<sup>th</sup> / 6<sup>th</sup> or 7<sup>th</sup> / 8<sup>th</sup> semester as applicable. The overall percentage of marks must have been calculated including all subjects from part – I to VI as the case may be. All subjects where marks have been awarded must be included in the percentage calculation. During the interview the marks will be verified and updated.
  - b. Original Certificates: All original certificates must be produced at the time of the interview. Printouts of online result publication / Mark sheets will be accepted only with the original signature of Department HOD / COE / PRINCIPAL.
  - c. Only applicants having Community Certificate issued in Tamil Nadu will be eligible to be admitted under the BC / MBC / SC / ST community quotas. All other applicants including all applicants from outside Tamil Nadu will be considered under open category only. 90% of the seats in Aided program and 50 % of the seats in Self – Financed program will be filled as per Tamil Nadu Government Reservation rules.
6. From this point onwards for any queries, regarding admissions you may contact the respective departments you have applied to in the email ID / Phone numbers given in the Prospectus.

**PRINCIPAL**

**MADRAS SCHOOL OF SOCIAL WORK, CHENNAI-8**  
**Dept. of Social Work (Aided) Admissions – 2022-23**  
**Instructions to the candidates appearing for Personal Interview**

Dear MSW (Aided) Department Applicant,

22.6.2022

1. Admission Process will be as per the Department Admission Schedule given in the College website.
2. All announcements will be notified in the College Website. Please check college the website for any updates.
3. Candidates have been shortlisted for interview based on their self-declared marks and appearance in the entrance examination.
4. The personal interview will be held offline in the college as per the schedule.
5. If a candidate has applied for more than one specialization, candidate is required to attend the personal interview which is scheduled first and notify the panel about the same. The interviewing panel will assess the candidate accordingly.
6. Candidates should have all the original certificates readily with them at the time of the personal interview in the following order: 10<sup>th</sup>, 12<sup>th</sup>, UG semester Mark Statement, UG consolidated mark sheet (if available), NSS / NCC / YRC / RRC / Sports certificates during UG, Transfer Certificate (if available), and Certificates in support of claims for Government provisions (ex: Community Certificate, Ex-service men certificate, Disability certificate etc)]. If you wish to present other pertinent certificates / credentials, keep them ready as well.
7. Candidates are requested to **submit** the following documents during the Personal Interview on the said date failing which the candidates will not be allowed to attend the interview.
  - Application Form duly signed by the candidate and parents/guardian
  - Self attested copies of the following should be attached with the application form  
SSLC/10<sup>th</sup> Mark Sheet  
HSC/12<sup>th</sup> Mark Sheet  
UG Mark Statement (Semester/Non-Semester)  
UG consolidated mark sheet (if available)  
NSS / NCC / YRC / RRC / Sports certificates  
Transfer Certificate (if available)  
Certificates in support of claims for Government provisions (ex: Community Certificate, Ex-service men certificate, Disability certificate etc).  
Internet copies of marks should be self-attested (by the candidate).
8. The self-declared details will be verified by the Department. Candidates are required to confirm the same during the personal interview. Percentage will be calculated as under:
  - For candidates whose results are awaited, percentage calculation will be based on 5<sup>th</sup> / 7<sup>th</sup> semester marks (for all subjects).
  - For candidates who have completed the course of study, all semester marks (for all subjects) will be taken into account.
9. No certificate furnished by the candidate after the date of personal interview will be considered.
10. Requests for re-scheduling of Interview on alternate dates may be permitted with the valid reasons; candidate is requested to get necessary permission by writing a letter of request for rescheduling of Personal Interview from the HOD.
11. Candidates can clarify their doubts by calling this Number between 9.00 am to 5.00pm.  
Dr. K.Sathyamurthi, PhD., HOD. Mob: 9940406590, EMAIL: [kms@mssw.in](mailto:kms@mssw.in)

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**Head of the Department**