



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600008

College Off. : 2819 4566 / 5126 Website : www.mssw.in

Mr. Joseph Eric Dunston E

MA HR & OD

Mob: 9677654233 / Mail: jedunston@mssw.in

PG PROGRAMME OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

(SELF-FINANCE)

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 or more 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 5th / 6th or 7th / 8th 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) **Formal attire** must be followed for attending the interview.
- 7) Keep your certificates ready with you while attending interview.
- 8) Once you complete the interview, you may leave the campus.
- 9) For further enquiry you may contact
 - ⇒ **Prof. Sivaranjani**, Assistant Professor - 9444242131
 - ⇒ **Prof. Venkatesh**, Assistant Professor – 9710738384

Mr. Joseph Eric Dunston E

PROGRAM HEAD

P.G. PROGRAMME OF HR & OD (SF)