

**MADRAS SCHOOL OF SOCIAL WORK
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
ADMISSIONS 2023-2024**

Date: 08.06.2023

INSTRUCTIONS TO CANDIDATES CALLED FOR INTERVIEW AT MSSW

1. Interviews will be held only at MSSW Campus Main Building 4th floor, 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. 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 (in the following order: 10th, 12th, UG individual semester Mark Statement UG consolidated mark sheet, Degree Certificate (if available) and Community Certificate, Printouts of online result publication / Mark sheets will be accepted only with the original signature and seal of the / 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.
5. 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.
6. Candidates are requested to be present 15 minutes prior to the scheduled timings for the personal interview
7. Candidates applied for the MAHRM and MA HROD can take up any one of the interviews scheduled by the respective programs with prior approval of HOD/Programme Head.
8. Candidates should follow formal dress code.
9. All announcements will be notified in the College Website. Please check the college website for any updates.

PRINCIPAL

Head of the Department