

## **Madras Institute of Development Studies**

[National Research Institute funded by ICSSR and Govt. of Tamil Nadu with a research focus on development studies].

**79, Second Main Road, Gandhi Nagar, Adyar, Chennai - 20**

MIDS invites applications for the various non-teaching positions from the eligible candidates for filling up of **Four Posts of JUNIOR ASSISTANT in Admin, Finance, IT, Events and Academic Programmes** and **One Post of Receptionist**

(Reserved One each for UR [Destitute Widow], BC [Destitute Widow], UR, BC and MBC [Destitute Widow])

### **Qualification, Experience, Age and Scale of pay for Junior Assistants and Receptionist:**

**Essential Qualification:** Post Graduate Degree in any discipline with atleast second class, with proficiency in English Communication and computer usage.

#### **Desirable:**

**Admin:** Work experience in office administration handling latest office softwares, should independently draft notes, letters, circulars, etc., good communication skills. A minimum of three year experience in administration.

**Finance:** Ability independently handle accounting system using Tally software, GeM Procurement portal, IT, GST etc., good communication skills

**IT:** A minimum of 5 years of experience in PC installation and maintenance including peripherals like network printers, scanners, and presentation equipment. Installation and maintenance of Operating System (Window, etc.) other application software and antivirus software in the Institute. Working knowledge in LAN / WAN / Wi-fi / firewall etc.

**Events and Academic Programmes:** Ability to independently coordinate Institute events collaborating with all sections and ensure smooth conduct of academic programmes.

**Receptionist:** Ability to handle public relations, knowledge of handling social media pages of the Institute and correspondence with the press.

**Age shall be between 25 - 35 years.**

**Scale of Pay:** Rs.5200-20200 + GP of Rs.2400 (7<sup>th</sup> CPC partially implemented)

Pay Matrix - Level 8 as per 7<sup>th</sup> Pay Commission Recommendations (Partially implemented)

**Note: \*[1] Every candidate claiming to be a “Destitute Widow” shall produce a certificate in the format attached [ANNEXURE], from the Revenue Divisional Officer or the Assistant Collector or the Sub-Collector concerned.**

**[2] The candidates shortlisted for the post of Junior Assistant are required to appear for written test and interview.**

## **INSTRUCTIONS TO THE APPLICANTS**

1. The Candidates should submit soft copy of the filled in application in Word document **and supporting documents (Certificates & Testimonials) in pdf format** to [recruitment@mids.ac.in](mailto:recruitment@mids.ac.in).
2. The hard copy of the application should be filled in the prescribed format available in the MIDS website [www.mids.ac.in/recruitment2025/](http://www.mids.ac.in/recruitment2025/) along with the self-attested supporting documents (**Certificates & Testimonials**) and recent **curriculum vitae** should be sent to "The Director, Madras Institute of Development Studies, 79, Second Main Road, Gandhi Nagar, Adyar, Chennai 600 020" in a sealed envelope superscribing, "Application for the post of **JUNIOR ASSISTANT / RECEPTIONIST**".
3. The application shall not be considered if it is not in the prescribed format which is available in our Website [www.mids.ac.in/recruitment/2025/](http://www.mids.ac.in/recruitment/2025/) or obtained through MIDS from [recruitment@mids.ac.in](mailto:recruitment@mids.ac.in) in soft copy. Applicants may use additional space to provide information, if required, but should maintain the format of the application form.
4. The candidates should have successfully completed 10+2+3 education system starting with 10<sup>th</sup> Standard.
5. The MIDS will not be responsible for postal delay or delays in electronic transmission.
6. Application (i) incomplete in any respect or (ii) without substantiating proof of statements / information form shall not be considered
7. No deletion/alteration will be permitted in the application form after submission of applications.
8. Applicants who are in employment should submit their applications through proper channel providing [a] Conduct Certificate, [b] Employment record and [c] No Objection Certificate from the present employer.
9. The applicant intends to apply for the post are required to pay a sum of Rs. 100/- (Rupees one hundred only) for each post in Demand Draft in favour of "The Director, MIDS, Chennai" towards application fee.
10. Applicants should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications.
11. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
12. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle the candidate for being called for interview. The MIDS will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other conditions that the institute may deem fit.
13. The MIDS shall not be responsible for any misplacement, omission etc.
14. It is not possible to send individual acknowledgements. Those who want acknowledgement may send their application by registered post with acknowledgement due.
15. Amendments / changes, if any, in the advertisement will be published only on the MIDS Website. Therefore the applicants are advised to view the MIDS website periodically.

16. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected.
17. Applicants should NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information.
18. The MIDS reserves the right to reduce the no. of posts advertised or not to fill up the vacancies advertised if the circumstances so warrant.
19. In case of any inadvertent mistake in the process of selections, which may be detected at any stage even after the issue of appointment letter, the MIDS reserves the right to modify / withdraw /cancel any communications made to the candidates.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the MIDS shall be final.
21. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID. A set of photocopy of certificate / testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant should be submitted at the time of Interview.
22. The MIDS shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her services shall be terminated.
23. No correspondence will be entertained from candidates regarding communication/ postal delays, conduct and result of interview and reasons for not being called for interview.
24. Canvassing of application in any form will be automatically disqualified.
25. No interim correspondence shall be entertained.
26. The Chairman of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned **ABOVE**.
27. In cases of any dispute any suites or legal proceedings against the MIDS, the jurisdiction shall be restricted to the Courts in Chennai.
28. Every applicant is required to provide the names and addresses of two referees who are not blood relation and not associated with MIDS.
29. The last date for receipt of application including names of referees will be on or before **19<sup>th</sup> January 2026 at 05.30 p.m.**

Date: 21.12.2025

DIRECTOR

Director  
Madras Institute of Development Studies (MIDS)  
Chennai  
[www.mids.ac.in](http://www.mids.ac.in)