



INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Shipping, Government of India),
Headquarters, East Coast Road, Semmencherry,
Sholinganallur (P.O.) Chennai-600119
<http://www.imu.edu.in>

APPLICATION FOR THE POST OF ASSISTANT ENGINEER (CIVIL/ELECTRICAL) ON DEPUTATION/ Absorption FOR IMU-NAVI MUMBAI, MUMBAI PORT & KOLKATA CAMPUSES

Note: (1) Please download the Application form and carefully go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form.

(2) This post is with all India Transfer liability.

Advt.No.IMU-HQ/R/13/14/4/2019-Estt.(R)dtd. 30.11.2019

APPLICATION FOR APPOINTMENT ON DEPUTATION/ABSORPTION

Affix recent
Color
Passport size
Photograph &
Sign Across

Choose the place of preference for Initial Posting:

a). IMU Navi Mumbai Campus b). IMU Mumbai Port Campus c). IMU Kolkata Campus

1. _____ 2. _____
3. _____

A	For the Post of Assistant Engineer	CIVIL / ELECTRICAL (please tick [✓] the post you choose)
1	Name in full (in capital letters)	
2	Father's Name	
3	Marital Status	Married / Unmarried
4	Sex	Male /Female/Transgender
5	a) Date of birth (Day/Month/Year)	____ / ____ / _____
	b) Age as on the last date for receipt of applications by the University	____ Years ____ Months ____ Days
6	Are you a citizen of India?	Yes /No
7	(A) Community (GEN/SC/ST/OBC-NCL) (B) Are you Physically Challenged (PwD) candidate?	A) (B) If Yes, please provide details and copy of self attested Medical certificate.
8	a. Permanent address	b. Address for correspondence Mobile No. _____ Email ID _____

10. *Details of Employment:* Please give particulars of your present and past employment in chronological order, **starting with the present one** (please enclose Self-attested supporting documents).

Sl. No.	Organization / Institution	Whether Central (or) State Government/ Central (or) State PSUs/ Central (or) State Autonomous Bodies.	Position held	Date of joining	Date of leaving	Scale of Pay/Pay Band/ Grade Pay/ Level in 7 th CPC and Present basis pay

11. Details of Testimonials/Commendations/Awards received/Achievements Made, if any:

12. *Fulfillment of Educational and Service Qualifications*: Please go through the qualifications prescribed for the post of Assistant Engineer (Civil/Electrical) on deputation. Self-attested photocopies should be furnished as 'proof' for educational qualifications. For service qualification and experience with nature of duties a certificate signed by present/previous employer with self-attested photocopies of relevant documents should be furnished as proof.

<p>(i) A degree in Civil Engineering or Electrical Engineering with minimum 5 years of regular service as Assistant Engineer from Central/ State Government Departments / Organisations, Autonomous Bodies and Public Sector Undertakings.</p> <p>[OR]</p>	<p>Yes/No</p> <p>a) If yes, Percentage/Grade - _____</p> <p>b) UG Degree in _____</p> <p>c) Name of University/Institute _____</p> <p>d) Experience as Assistant Engineer(Civil/Electrical): No. of years___ Months__ Days___</p> <p>e) Date of Appointment in the post of Assistant Engineer(Civil/ Electrical) _____</p> <p>f) Pay band _____ GP _____ (or) Level _____</p>
<p>(ii) A Diplomain Civil Engineering or ElectricalEngineeringwith minimum 10 years of regular service as Junior Engineer from Central/ State Government Departments / Organisations,AutonomousBodies and Public Sector Undertakings.</p>	<p>Yes/No</p> <p>a) If yes, Percentage/Grade - _____</p> <p>b) Diplomain _____</p> <p>c) Name of University/Institute _____</p> <p>d) Experience as Junior Engineer (Civil/Electrical): No. of years___ Months__ Days___</p> <p>e) Date of Appointment in the post of Junior Engineer(Civil/ Electrical) _____</p> <p>f) Pay band _____ GP _____ (or) Level_____</p>

13. ACR/APAR Details for last years:-

#	Year	Gradings	Remarks, if any.
1	2018-2019		
2	2017-2018		
3	2016-2017		
4	2015-2016		
5	2014-2015		

Note: Certified copy of ACR/APARS are to be furnished along with 'NOC', Disciplinary & Vigilance Clearances.

14. Details of Enclosures to be sent with the Application:

- a) Self-attested photocopy of 10th Standard certificate or equivalent in support of Date of Birth.
- b) Self-attested photocopy of Community certificate, if applicable.
- c) Self-attested photocopies of Testimonials/Commendations/Awards/Achievements Certificates received.
- d) Self-attested photocopies of U.GDegree (or) Diploma certificate and mark sheets or grade sheets (or) consolidated statement of marks.
- e) Self-attested photocopies of relevant documents [Service and experience Certificate issued by the Employer/Proof of date of Joining and date of Relief/Proof of date of Joining and latest Pay Certificate] as **proof of the required minimum Service Qualification** claimed in Item no. 12(i) & 12 (ii) of this ApplicationForm.
- f) Where a candidate has worked **in multiple organizations for the required minimum Service Qualification** claimed in Item no. 12(i)& 12(ii) of this Application Form, proof of the Service Qualification should be furnished in the form of a **certificate** containing the details of the organizations worked, in a prescribed format (enclosed) from all the organizations.
- g) Original 'NOC' from present employer, Disciplinary & Vigilance Clearances and Certified copies of ACRs/APARs for last 5 years.

15. DECLARATION

- (i) I declare that I have carefully read and fully understood the various instructions, Recruitment Rules for the post and other conditions and I hereby agree to abide by them.
- (ii) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (iii) I declare that I have not suffered any punishment so far in my career and that no disciplinary or criminal case is pending against me.
- (iv) I am aware that if any of the particulars furnished or statements made by me in the application are found to be false, my appointment (if selected) is liable to be terminated summarily by IMU without any notice and I agree to the same.
- (v) I am aware that if my proper channel application is not received by IMU within prescribed time limit along with NOC, Service cum Experience Certificate, Disciplinary & Vigilance Clearances, then my application will not be considered for further selection process and will be summarily rejected.
- (vi) I am aware the absorption procedure after 3 years deputation service is the sole discretion of the University and not my right.

Place:

Date: _____

Signature of the Candidate

To

The Registrar,
IndianMaritime University,
Headquarters, EastCoastRoad,
Semmencherry,Sholinganallur(PO),
Chennai-600119.

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms., _____submitted for the post of Assistant Engineer(Civil/Engineering) on deputation/absorption in the Indian Maritime University is forwarded to the Registrar, Indian Maritime University, Chennai, India. He/She is working in this organization, viz._____ in the post of _____ in a temporary/permanent capacity with effect from in the Scale of Pay Band / Grade Pay of Rs._____ or Level _____. He/She is drawing a basic pay of Rs._____ as on _____. Further, it is certified that the applicant has not suffered any punishment and that no Disciplinary/ Vigilance clearance or criminal case is pending/ contemplated against him/her.

(Signature of the forwarding officer with Seal)

Place:

Name:

Date:

Designation:

To

The Registrar,
IndianMaritime University,
Headquarters, EastCoastRoad,
Semmencherry,Sholinganallur(PO),
Chennai-600119.

To be issued by the Organization in letter head
Application for the post of ASSISTANT ENGINEER
(CIVIL/ELECTRICAL) on Deputation/Absorption
in Indian Maritime University

MINIMUM SERVICE QUALIFICATION

Shri/Ms./Smt. _____ Employee No. _____ working as _____ in this organization on regular basis in the pay scale of _____. The service and experience details are as follows:

Sl. No.	Position held	Nature of Duties (in brief)	From	To	Pay details (Level / Scale with Last Drawn Basic)

Place:

Signature of Competent Authority of the
Organization with seal and date