



# INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Shipping, Government of India)

Headquarters, East Coast Road,  
Semmencherry, Sholinganallur (PO) , Chennai - 600119



Advt.No.IMU-HQ/R/13/21/4/2018-Estt.-(R)

Date: XXXXX.2019

**CONTRACT BASIS RECRUITMENT BY  
DIRECT INTERVIEW [FOR Asst.Manager(Finance)]  
SKILL TEST & DIRECT INTERVIEW [ FOR Secretarial Assistant]**

Indian Maritime University –Headquarters Chennai invites application from suitable candidates for Interview for the following posts **on contract basis**:

**ASSISTANT MANAGER (FINANCE) – 1 No.**  
**SECRETARIAL ASSISTANT – 1 No.**

<b>Eligibility Details</b>	<b>Visit website (www.imu.edu.in)</b>
Date of interview	20.11.2019 (Wednesday) Reporting Time: 09.30 AM
Consolidated Remuneration	Emoluments will be commensurate with knowledge and experience.
Contract period	Initially for a period of six months.

Eligible candidates may register through IMU Website **before 5.00 PM on 18.11.2019 (Monday)** for the date indicated above for the Interview. Interview/Skill Test (as applicable) is scheduled at 10.00 AM on the date mentioned at the above address. Candidates should bring with them all original certificates/testimonials and one set of self-attested copies of certificates regarding educational qualifications and professional experience and detailed CV/Resume. Any change /revision /updation with respect to Interview will be published in IMU Website only. Interested candidates are requested to visit IMU website from time to time in this regard. Candidates who have registered through IMU website on or before the above mentioned date only be allowed to attend the selection process, if eligible. Total Number of Posts may likely to increase based on requirement and suitability of the candidate.

No TA/DA will be paid to the candidates to attend Interview/Skill Test.

**REGISTRAR**

### **Eligibility Criteria for ASSISTANT MANAGER (FINANCE) - On Contract**

<b>Description</b>	<b>Requirements</b>
<b>Age</b>	Not more than 65 years
<b>Minimum Qualification</b>	Bachelors Degree from a recognized Institute / University or CA/ICWA
<b>Consolidated Remuneration</b>	Emoluments will be commensurate with knowledge and experience.
<b>Experience</b>	Minimum 5 to 7 years of experience in Finance / Purchase with reasonable knowledge in income tax & GST Proceedings. Preference will be given to the employees who had already worked in Govt. organization/Universities in the relevant field.
<b>Period of Contract</b>	Initially for a period upto 6 months.

### **Eligibility Criteria for SECRETARIAL ASSISTANT – On Contract**

<b>Description</b>	<b>Requirements</b>
<b>Age</b>	Not more than 65 years
<b>Minimum Qualification</b>	Any graduate from a recognized Institute/University or equivalent.
<b>Consolidated Remuneration</b>	Emoluments will be commensurate with knowledge and experience.
<b>Experience</b>	Certificate in type writing & Short hand in English / Hindi (Higher Grade).
<b>Period of Contract</b>	Initially for a period upto 6 months.

