



INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping,
Government of India),
East Coast Road, Uthandi, CHENNAI - 600119
<http://www.imu.edu.in>
Tele Fax -(044) 24530878

**APPLICATION FOR THE POST OF DIRECTOR,
IMU VISAKHAPATNAM CAMPUS**

Note: (1) Depending on whether you are applying on Direct Recruitment/Deputation/ Promotion basis, the Application form and the mode of applying are slightly different. Please download the relevant Application form and carefully go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form.

(2) Even though initially appointed to a particular Campus, the Director shall be liable for transfer to any other Campus and to any equivalent post in IMU Headquarters.

Advt. No. IMU-HQ/2014-15/ dated 19th December, 2014

ON DEPUTATION

Affix recent
Passport size
Photograph

1	Name in full (in capital letters)	
2	Father's Name	
3	Marital Status	Married / Unmarried
4	Sex	Male / Female
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	Community (GEN/SC/ST/OBC)	

10. *Details of Employment:* Please give particulars of your present and past employment in chronological order, starting with the present one.

Sl. No.	Organization/ Institution	Whether Government/ Quasi-Govt./ Private **	Position held	Date of joining	Date of leaving	Scale of Pay/ Pay Band/ Grade Pay

**Public Universities and equivalent Educational Institutions, Government-aided colleges, Public Sector Undertakings and other such Autonomous organizations will be considered as 'Quasi-Government'.

11. *Details of Certificates/Testimonials/Commendations/Awards received:*

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12. *Category:* Candidates for the post of Campus Director may be drawn from any of the 3 Categories given below. A given candidate can belong to only one of the 3 Categories. Please go through the qualifications prescribed for the post of Campus Director in IMU's Recruitment Rules appended to this application form.

Please tick any **ONE** of these 3 boxes:

Category 1 (Mariners)	Category 2 (with University background)	Category 3 (with Industry background)

13. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields pertaining to *your Category only*. Self-attested photocopies should be furnished as 'proof' for each item.

Category 1	
(i) Extra First Class Engineer Certificate of Competency /	Yes/ No
(ii) Extra Master (FG) Certificate of Competency/	Yes/ No
(iii) PGDMOM	Yes/No
(iv) Sailing experience at Management level within the meaning of STCW Convention in force;	___ years ___ months ___ days
(v) Experience in teaching in reputed & recognized maritime institutions/maritime industry in technical field out of which experience in the grade of Professor or equivalent.	___ years ___ months ___ days ___ years ___ months ___ days
(vi) Working knowledge of Computers	Yes/ No

Category 2	
(i) Marks or equivalent grade in Master's Degree in relevant discipline.	_____ Percent/ Grade
(ii) Ph.D Degree	Yes/ No
(iii) Experience in teaching and/or research, out of which experience at the level of Professor or equivalent, in a University, College or Accredited Research Institution/ industry excluding the period of Ph.D. research.	___ years ___ months ___ days ___ years ___ months ___ days
(iv) Working knowledge of Computers	Yes/ No

Category 3	
(i) Marks or equivalent grade in Master's Degree in relevant discipline.	_____ Percent/ Grade
(ii) Ph.D Degree	Yes/ No
(iii) Professional experience in a relevant/allied industry in a management position out of which experience in a position equivalent to a Professor in a University.	___ years ___ months ___ days ___ years ___ months ___ days
(iv) Working knowledge of Computers	Yes/ No

14.

(i) Experience of guiding Students at Master's and/or Doctoral level and/or Extra Master/Extra First Class/PGDMOM/M.Sc. of World Maritime University level.

(ii) Relevant publications in refereed Journals.
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(iii) Papers presented at conferences.

(iv) Written Text /reference books on relevant subjects.

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

- a) The following enclosures are common to **all 3 categories** of candidates:
1. Self-attested photocopies of 10th standard certificate or equivalent in support of Date of Birth.
 2. Self-attested photocopies of Community certificate.
 3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/Awards received and Publication of Books/Journals, if any.
- b) Enclosures applicable to **Category 1** candidates:
1. Self-attested photocopies of MEO Class I Certificate of Competency/ Master (FG) Certificate of Competency.
 2. Self-attested photocopies of relevant documents as proof of sailing experience at Management level.
 3. Self-attested photocopy of Extra First Class Engineer Certificate of Competency/ Extra Master (FG) Certificate of Competency/ PGDMOM where applicable.
 4. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 1 – (iv) & (v).
- c) Enclosures applicable to **Category 2** candidates:
1. Self-attested photocopies of U.G and P.G degree certificates.
 2. Self-attested photocopies of P.G degree mark sheets or grade sheets.
 3. Self-attested copy of Ph.D. certificate where applicable.
 4. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 2 – (iii).
- d) Enclosures applicable to **Category 3** candidates:
1. Self-attested photocopies of U.G and P.G degree certificates.
 2. Self-attested photocopies of P.G degree mark sheets or grade sheets.
 3. Self-attested copy of Ph.D. certificate where applicable.
 4. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 3 – (iii).

16. *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.

Place: _____

Date: _____

Signature of the Candidate

To

The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms. _____,
submitted for the post of **Campus Director** in the Indian Maritime University, Chennai
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. _____.

He/She is drawing a basic pay of Rs. _____.

Further, it is certified that the applicant has not suffered any punishment and that no
disciplinary or criminal case is pending/contemplated against him/her.

(Signature of the forwarding officer with Seal)

Name: _____

Designation: _____

Place: _____

Date: _____

To

The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119

INSTRUCTIONS

1.	The following words: " Application for the post of Campus Director, Indian Maritime University on Deputation basis " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only</u> in the prescribed format.
3.	Candidates should submit along with the Application all the enclosures prescribed in Item no. 15 or elsewhere. <u>IMU reserves the right to summarily reject any Application incomplete in any respect or does not have one or more of the prescribed enclosures.</u>
4.	The Application on Deputation should be forwarded through the present Employer so as to reach the Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before Friday 30th January 2015.
5.	If a candidate feels that there may be delay in getting endorsement from his/her Present Employer, he/she may send an advance copy of his/her Application, complete in all other respects, directly to the Registrar so as to reach on or before Friday 30th January 2015. IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. The Application along with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the interview. If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the interview, for whatever reasons, he/she will not be permitted to take the interview.
6.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
7.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for interview or for not being selected, etc.
8.	Canvassing in any form will disqualify the candidates.
9.	The University reserves the right not to appoint anyone for the position advertised.
10.	If any of the particulars furnished or statements made by the candidate are found to be false, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without prior notice.
REGISTRAR INDIAN MARITIME UNIVERSITY	

[N.B The Recruitment Rules given below are only for Reference; not to be submitted along with the Application form].

RECRUITMENT RULES FOR THE POST OF CAMPUS DIRECTOR OF THE INDIAN MARITIME UNIVERSITY

1.	Name of Post	Campus Director
2.	Number of posts	As per University requirement
3.	Classification	Class I service
4.	Scale of Pay	Pay Band 4 Rs. 37400- 67000 with AGP Rs. 10,000
5.	Whether selection post or non-selection post	Not applicable for Direct Recruitment/Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruitment	Not exceeding 60 years. (Relaxable up to 2 years by the Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>(i) Extra First Class Engineer Certificate of Competency/Extra Master (FG) Certificate of Competency/PGDMOM;</p> <p>(ii) Sailing experience* of minimum of two years at Management level within the meaning of STCW Convention in force; and</p> <p>(iii) At least twelve years' experience in teaching in reputed & recognized maritime institutions/maritime industry in technical field out of which at least 3 years should be in the grade of Professor or equivalent.</p> <p style="text-align: center;">(OR)</p> <p>(i) Ph.D in the relevant/allied discipline and with at least 55% marks** in Master's Degree in relevant discipline.</p> <p>(ii) At least twelve years of experience of teaching and/or research, out of which at least 3 years at the level of Professor or equivalent, in a University, College or</p>

		<p>Accredited Research Institution/industry excluding the period of Ph.D. research.</p> <p>(OR)</p> <p>(i) Ph.D in the relevant/allied discipline and with at least 55% marks in Master's Degree in relevant discipline.</p> <p>(ii) A minimum of 17 years' professional experience in a relevant/allied industry in a management position out of which at least 3 years in a position equivalent to a Professor in a University.</p> <p>Desirable:</p> <p>(i) Guidance of Students at Master's and/or Doctoral level and/or Extra Master/Extra First Class/PGDMOM/M.Sc. of World Maritime University level.</p> <p>(ii) Relevant publications in refereed Journals.</p> <p>(iii) Papers presented at conferences.</p> <p>(iv) Teaching/ Research/ Professional experience in relevant organizations.</p> <p>(v) Written Text /reference books on relevant subjects.</p> <p>The Executive Council reserves the right to relax the service qualification if fully eligible candidates are not available to fill up the vacancy.</p>
8.	Whether age and educational qualifications prescribed in case of promotees.	Age: No Educational qualification: Yes.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various	By Deputation / Direct Recruitment / Promotion If by Deputation, the candidate must be in a position to complete at least one full term of 3 years before his superannuation in his parent department/agency.

	methods.	
11.	In case of recruitment by promotion/ deputation/ transfer, grades for which promotion/ deputation/ transfer to be made	<p>Promotion: Eligible persons with educational qualifications and experience as prescribed in column 7.</p> <p>Deputation: Persons holding analogous post on regular basis in any recognized University/ Autonomous bodies/ Central/ State Government Undertaking and possessing qualifications as prescribed in column 7.</p>
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/ Selection Committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson.</p> <p>ii) Two Expert as recommended by the Executive Council.</p> <p>iii) One Nominee of the Vice Chancellor.</p>
13.	Remarks	<p>(i) Appointment to the post of Campus Director will be made for a period of 3 years initially.</p> <p>(ii) Eligible for 2 extensions up to 3 years at a time subject to satisfactory performance.</p> <p>(iii) Even though a Campus Director may be initially appointed to a particular Campus, he shall be liable for transfer to any other Campus within India, and to any equivalent post in IMU Headquarters.</p> <p>(iv) Relevant age of superannuation will apply.</p>

*Sailing experience is to be reckoned from the entries related to Sign-on and Sign-off from On-board Ships as mentioned in the continuous discharge certificate of the prospective candidate.

**A relaxation of 5% will be provided, from 55% to 50% of the marks, at the Master's Degree level for the SC/ST/PH categories for the purpose of eligibility and for assessing good academic record during direct recruitment.