



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 ASSISTANT REGISTRAR

Note: (1) Depending on whether you are applying on Direct bRecruitment/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 if initially appointed to IMU Headquarters or a particular Campus, the Assistant Registrar shall be liable for transfer to any other Campus/IMU Headquarters.

Advt. No. IMU-HQ/2014-15/05 dated 17th January, 2015

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 |
|---------|---------------------------|---|---------------|-----------------|-----------------|-----------------------------------|
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**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 and Publication of Books/Journals, if any:*

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12. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields. Self-attested photocopies should be furnished as 'proof' for each item.

| | |
|---|-------------------------------|
| (i) Marks or equivalent grade in Master's Degree | _____ Percent/ Grade |
| (ii) Service as Section Officer in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 on regular basis | ___ years ___ months ___ days |
| (iii) Working knowledge of Information, Communication & Technology | Yes/ No |

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

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.
4. Self-attested photocopies of U.G and P.G degree certificates.
5. Self-attested photocopies of P.G degree mark sheets or grade sheets.
6. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12(ii).

14. *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 **Assistant Registrar** 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

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| 1. | The following words: " Application for the post of Assistant Registrar, Indian Maritime University <u>on Deputation basis</u> " shall be super-scribed on the envelope without fail. |
| 2. | Candidates should submit their Application <u>only in the prescribed format</u> . |
| 3. | Candidates should submit along with the Application all the enclosures prescribed in Item no. 14 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 27th February, 2015. |
| 5. | If a candidate applying on Deputation feels that there may be delay in getting endorsement from his Present Employer, he/she may send an advance copy of his/her Application, complete in all other respects, directly so as to reach the Registrar on or before 27th February, 2015. IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. The Application, 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 whatsoever 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. |
| 11. | Recruitment will be done through a <u>Computer-based Test</u> and <u>Personal Interview.</u> |

**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 ASSISTANT REGISTRAR

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| 1. | Name of Post | Assistant Registrar |
| 2. | Number of Posts | 9 |
| 3. | Classification | Group A |
| 4. | Scale of Pay | Pay Band of Rs. 15,600 – 39,100 with Grade Pay of Rs 5400. After completing 8 years of service in this Pay Band, he/she will move to Grade Pay of Rs 6600 within the same Pay Band but shall continue to be designated as Assistant Registrar. |
| 5. | Whether selection post or non selection post | Not Applicable for Direct Recruitment/ Deputation/Absorption. By Selection in case of Promotion from Section Officers or equivalent. |
| 6. | Age limit for direct recruitment | Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases). |
| 7. | Educational and other qualifications required for direct recruitment for Assistant Registrar. | Essential: (i) A Master's Degree with at least 55% marks or its equivalent grade; (ii) At least 2 years of administrative experience <u>Desirable:</u> Good knowledge of Information, Communication & Technology. |
| 8. | Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists/ Absorption? | Promotion: Age: No Educational Qualification: Yes. Deputation: Age: Not more than 50 years. Educational Qualification: Yes. Absorption: |

| | | |
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| | | Age: Not more than 53 years. Educational Qualification: Yes. |
| 9. | Period of probation, if any | Two years for Direct Recruitment only. |
| 10. | Method of recruitment | Direct Recruitment/Promotion/ Deputation/Absorption. Recruitment will be done through a Computer-based Test and Personal Interview with weightage 85:15. |
| 11. | In case of recruitment by promotion/ deputation grades for which promotion/ deputation/ absorption /transfer to be made | Promotion: From Section Officer or equivalent with at least 6 years of regular service in the category of Section Officer. Deputation: A person holding analogous post on regular basis (or) at least six years' experience as Section Officer or equivalent working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 in Central/ State University or autonomous educational/ research institution, Central/State Government or Government undertaking, Port Trust, etc. Absorption: A Deputationist who has worked as Assistant Registrar satisfactorily for a minimum period of 3 years in IMU subject to concurrence from his parent organization. |
| 12. | If a departmental promotion committee/ recruitment committee exists, what is its composition? | i) The Vice-Chancellor as Chairperson. ii) Registrar. iii) One nominee of the Executive Council. iv) One nominee of the Vice-Chancellor. |
| 13. | Remarks | Age of superannuation: 60 years. For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years. |