GENERAL INSTRUCTIONS

Please go through the following instructions carefully. The candidate shall be solely responsible for any loss or hardship caused to him due to his non-adherence to these instructions.

The candidate is requested to visit IMU's website periodically to keep track of new announcements and changes if any.

1. To see the '**Recruitment Rules'** for the post of Assistant Registrar, please click here.

2. Depending upon the method of Recruitment – Direct Recruitment or Deputation or Promotion - the Online Application will vary.Therefore the candidates should carefully go through the **'Instructions'** for each method of Recruitment.

3. Please do'**Basic Registration**' first and get your system-generated **User ID** and **Password** via SMS and email. Login again to complete the rest of the Online Registration.

4. In the case of **Direct Recruitment**, *the application shall be submitted only through the Online mode*; the candidate need not send any hard copy.

5. In the case of **Deputation** and **Promotion**, the application shall be first submitted through the Online mode. *The candidate shall then take a print out, sign it, and route the hard copy of the application through the proper channel.*

6. **The last date for submission of Applications through Online mode *for all the three methods of Recruitment*is _____ before5.30 p.m.**

7. In the case of a candidate applying on **Deputation**, the signed hard copy of his Online Application, together with the endorsement from his Present Employer, **should reach the Registrar not later than 9.30 am on the date of the interview.** If the candidate is unable to produce the endorsement from his Present Employer, for whatsoever reasons, he will not be permitted to take the Personal Interview.

8. In the case of a candidate applying on **Promotion**, the signed hard copy of his Online Application**should reach the Registrar**,**through the proper**

channel, not later than 9.30 am on the date of the interview. If the candidate is unable to do this, for whatsoever reasons, he will not be permitted to take the Personal Interview. Promotion shall be only on the basis of merit.

9. The crucial date for determination of eligibility criteria shall be the last date prescribed for the receipt of applications.

10. Candidates shall **uploadself-attested photocopies of the followingdocuments** at the time of Online Registration:

    (a) 10th standard certificate or equivalent in support of Date of Birth.
    (b) Community certificate in respect of SC/ST/OBC-Non Creamy Layer candidates.
    (c) Disability Certificate in respect of Persons with Disability (PwD).
    (d) P.G degree certificate with mark sheets or grade sheets.

11. Candidates applying on Direct Recruitment basis shall also upload a **Declaration** in the prescribed format, containing the details of the organisations worked, dates of joining and relief, etc.,**signed by the candidate**, and **attested by a Notary Public**as proof of the required minimum Service Qualification.

    To download the Declaration Format please click here.

12. If a candidate's application is incomplete in any respect, IMU has the right to call for additional information from the candidate at any time in digital form or as hard copy. If the same are not provided within the time limit prescribed, the candidate's application is liable to be summarily rejected.

13. The Computer-based Recruitment Test or Online CRT for the post of Assistant Registrar is scheduled to be held **in a single shift** between **2.00 p.m. and5.00 p.m** on _____.

14. **The Online CRT will be applicable only to candidates applying on Direct Recruitment basis**, and not to candidates applying on Deputation or Promotion basis.

15. The Application Fee for the Online CRT is Rs.1000/- for SC/ST candidates and Rs.1500/- for all others. It is **non-refundable**.

16. **The Application Fee shall be paid only Online**.

17. The Online CRT will consist of **180multiple choice questions**.

18. The multiple choice questions will be set from the following topics: General English, General Knowledge, General Mathematics, Logical Reasoning, Constitution of India, Public Administration, Educational Administration, General Management, Elements of Information and Communication Technology, etc.

19. The candidates may go through the **Model Question Paper** and familiarize themselves with the types and level of difficulty of the questions that are likely to be asked in the Online CRT. IMU reserves the right to change the distribution, types, level of difficulty, etc. of the questions asked from that shown in the Model Question Paper. Please <u>click here</u> for the Model Question Paper.

20. There will be **no negative marking** for wrong answers.

21. The Online CRT will be held simultaneously in the following 12 cities (**Test Centres**) across India:

1. New Delhi	2. Lucknow	3. Patna	4. Kolkata
5. Guwahati	6. Hyderabad	7. Chennai	8. Cochin
9. Bangalore	10. Mumbai	11. Bhopal	12. Jaipur

22. A given city or Test Centre may have one or more Test Venues depending on the number of candidates opting for the city.

23. A candidate should give 3 preferences for the cities where he wishes to take the CRT while registering online. While every effort will be made to accommodate a candidate within his 3 preferred cities, IMU reserves the right to divert applicants to the nearest cities if sufficient number of candidates are not forthcoming in certain cities, and also if there are too many candidates for a particular city.

24. The name and address of the Test Venue will be indicated on the Hall Ticket/Admit Card and candidates are requested to be present at the Test Venue at least 30 minutes before the time of commencement of the Online CRT.

25. **Candidates who are shortlisted based on the Online CRT scores will be called for Personal Interview at IMU Headquarters in Chennai**.No

TA/DA will be paid either for attending the Online CRT or the Personal Interview.

26. Candidates should bring the **Original Certificates** of the uploaded documents (vide Instruction 10 above) at the time of the Personal Interview.

27. In respect of the **proof of the required minimum Service Qualification**,the candidates shall produce – apart from the original of the Declaration signed by him and attested by the Notary Public (vide Instruction 11 above) - original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/ Proof of date of Joining and latest Pay Certificate].

28. Notwithstanding the fact that a candidate may have cleared the Online CRT, if any **discrepancies**or **false claims**are detected in the documents uploaded at the time of the Online Registration and/orin the Original documents produced at the time of verification (vide Instructions 26 and 27 above), IMU reserves the right to disqualify the candidate from attending the Interview.

29. **No correspondence** will be entertained from candidates regarding the conduct of the Online CRT or the Personal Interview, the reasons for not being called for Interview or for not being selected, etc.

30. **Canvassing** in any form will disqualify the candidates.

31. IMU reserves the right not to appoint anyone or to appoint fewer candidates than the number of positions advertised.

32. 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 summarily by IMU without prior notice.

33. A candidate selected on Direct Recruitment basis will be required to furnish a certificate in the prescribed format from his current employer to the effect that he has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him at the time of acceptance of offer of appointment. If he fails to produce the above Certificate within the prescribed time, his offer of appointment shall be treated as withdrawn.

34. 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 or to any equivalent post.

35. Legal disputes if any shall lie within the jurisdiction of Courts based in Chennai city only.