



## 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 SECTION OFFICER (FINANCE)**

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

*(2) Even if initially appointed to IMU Headquarters or a particular Campus, the Section Officer shall be liable for transfer to any other Campus/IMU Headquarters.*

Ref. No. IMU/HQ/Estt/SO-SO(F)/2017 dated 22<sup>nd</sup> June 2017

**ON DEPUTATION**

Affix recent  
Passport size  
Photograph

<i>Indicate your order of preference for place of initial posting</i>		1. ----- 2. ----- 3. -----
1	<i>Name in full (in capital letters)</i>	
2	<i>Father's Name</i>	
3	<i>Sex</i>	Male / Female
4	<i>a) Date of birth (Day/Month/Year)</i>	____/____/____
	<i>b) Age as on the last date for receipt of applications by the University</i>	____ Years ____ Months ____ Days
5	<i>Are you a citizen of India?</i>	Yes / No
6	<i>Community (GEN/SC/ST/OBC-Non Creamy Layer/PwD)</i>	
7	<i>a. Permanent address</i>	<i>b. Address for correspondence</i>
		Mobile No. _____ Email ID _____

8. *Details of Educational Qualifications:* Please give particulars of all examinations passed and degrees obtained starting with the High School Leaving (10<sup>th</sup> standard/ Matriculation) Examination.

Sl. No.	Name of the Board/University/ Institution	Examination/ Degree/ Diploma passed with year of passing	Distinction/ Class / Division	Subjects (Please mention field of specialization, honours, etc., where applicable)	Percentage of marks

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

Sl. No.	Organization/ Institution	Position held	Date of joining	Date of leaving	Gross Pay

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

(i) Whether possessing Bachelor's Degree in from a recognized University. If yes, please specify	Yes/ No  Bachelor's Degree in _____
(ii) Marks or equivalent grade in Bachelor's Degree	_____ Percent/ Grade
(iii) (a) Are you holding an <u>analogous</u> post? If 'Yes', indicate the name of the post with Pay Band and Grade Pay (or) (b) A person holding analogous post on regular basis (or) at least 8 years' experience as Senior Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in Finance & Accounts wing of any Central/State University or autonomous educational/research institution, Central/State Government or Government undertaking, Port Trust, etc.	Yes / No _____ _____  ____ years ____ months ____ days
(iv) Working knowledge of Information & Communications Technology, especially in Accounting Software.	Yes/ No

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

1. Self-attested photocopy of 10<sup>th</sup> standard certificate or equivalent in support of Date of Birth.
2. Self-attested photocopy of Community certificate.
3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/ Awards received, if any.
4. Self-attested photocopies of U.G and P.G degree certificates.
5. Self-attested photocopies of U.G degree mark sheets or grade sheets.
6. Self-attested photocopies of relevant documents as proof of Service Qualifications claimed in Item No. 9 & No.10(iii).

12. *DECLARATION*

- (i) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (ii) 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.
- (iii) 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 Mr./Mrs./Ms. \_\_\_\_\_, submitted for the post of **Section Officer (Finance)** 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

**The vacancies advertised in the newspaper vide Advt.No. IMU/HQ/ESTT/SO-SO(F)/01 dated 25.06.2017 are tentative and may be subject to change. IMU reserves the right not to fill up any of the post advertised.**

1.	The following words: " <b>Application for the post of Section Officer (Finance), Indian Maritime University on Deputation basis</b> " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only</u> in the <u>prescribed</u> format.
3.	Candidates should submit along with the Application all the enclosures prescribed in Item no. 11 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.	<b>The Application on Deputation should be forwarded through the present Employer</b> so as to reach the Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 <b>on or before Tuesday 08<sup>th</sup> August 2017.</b>
5.	If a candidate applying on deputation feels that there may be delay in getting endorsement from his Present Employer, <b>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 Tuesday 08<sup>th</sup> August 2017.</b> IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. <b>The Application, with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the interview.</b> 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.
<b>REGISTRAR INDIAN MARITIME UNIVERSITY</b>	