

## **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.***
  - ***This site is best viewed with screen resolution of 1024x768 pixels or higher, using Internet Explorer 9 / Mozilla Firefox 16 / Google Chrome 23 or higher.***
  - ***If you have any difficulty in filling the online application form, please send an email to [crt2017@imu.ac.in](mailto:crt2017@imu.ac.in) indicating the problem faced.***
1. To see the '**Recruitment Rules**' for the post of Assistant Professor (Mechanical Engineering), please [Click Here](#).
  2. There are 6 steps in the online application process
    - (i) Basic Registration
    - (ii) Personal details
    - (iii) Educational / Experience details
    - (iv) Photo and Documents upload
    - (v) Payment of Application Fee (Please see Instruction 10 & 11 below)
    - (vi)** Generation of 'Registration summary'.
- Once you generate the 'Registration Summary' you will not be able to edit the Online Application any further. This is very important.**
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. The application shall be submitted only through the Online mode; the candidate need not send any hard copy.
  5. The **last date** for submission of Applications through Online mode is **8<sup>th</sup> March 2017 till 5:30 PM.**

6. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications.
7. Candidates shall **upload self-attested photocopies of the following documents** at the time of Online Registration
  - (a) 10<sup>th</sup> standard certificate or equivalent in support of Date of Birth
  - (b) 12<sup>th</sup> standard or equivalent mark sheet
  - (c) Community certificate in respect of SC/ST/OBC(Non Creamy Layer) candidates (If applicable).
  - (d) Disability Certificate in respect of Persons with Disability (PwD) (if applicable).
  - (e) UG Degree Certificate & Mark sheet
  - (f) PG Degree Certificate & Mark sheet, where applicable
  - (g) Photocopy of the Ph.D in relevant subject , if any.
  - (h) Other documents, as applicable, as per Recruitment Rules.
8. 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.
9. The Online CRT for the posts of Assistant Professor (Mechanical Engineering) are scheduled to be held in a single shift **on 8<sup>th</sup> April 2017, Saturday between 2:00 PM and 5:00 PM.**
10. The Application Fee for the Online CRT is Rs.1000/- for SC/ST/PwD candidates and Rs.1500/- for all others. It is non-refundable.
11. The Application Fee shall be paid only Online.
12. Candidates with Ph.D in a relevant discipline are exempted from the online CRT and payment of the Application Fee. However, they should register online and upload all the relevant documents.
13. The Online CRT will consist of **120** multiple choice questions.

The multiple choice questions for Assistant Professor (Mechanical Engineering) will be set from the following topics:

**PART A** (30 questions): Numerical Ability, Verbal Ability, Logical Reasoning , General Knowledge, Elements of Information and Communications Technology etc

**PART B** (90 questions): Mechanical Engineering

14. The candidates may go through the Model Question paper and familiarize themselves with 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.

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

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

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

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

18. 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.

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

**20. Candidates who are shortlisted based on the Online CRT scores will be called for Personal Interview at IMU Headquarters in Chennai.** Candidates with Ph.D in a relevant discipline will be called for personal interview directly.

21. No TA/DA will be paid either for attending the Online CRT or the Personal Interview.
22. Candidates should bring all the **Original Certificates**, including the uploaded documents at the time of Personal Interview.
23. 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 8 above) or / and in any of the document produced subsequently - 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].
24. 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/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification (vide instruction 24 and 25 above), IMU reserves the right to disqualify the candidate from attending the Interview.
25. **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.
26. **Canvassing** in any form will disqualify the candidates.
27. IMU reserves the right not to appoint anyone or to appoint fewer candidates than the number of positions advertised.
28. 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.
29. A candidate selected will be required to furnish a certificate in the prescribed format from his current employer at the time of acceptance of offer of appointment to the effect that he has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him. If he fails to produce the above

Certificate within the prescribed time, his offer of appointment shall be treated as withdrawn.

30. Even if initially appointed to IMU Headquarters or a particular Campus, the Assistant Professor shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
31. Legal disputes if any shall lie within the jurisdiction of Courts based in Chennai city only.

**I have read and understood and agree to abide by the above Instructions**