

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 indicating the problem faced.***

1. To see the '**Recruitment Rules**' for the post of **Assistant Registrar (Finance)**, please [Click Here](#).

2. Depending upon the method of Recruitment – Direct Recruitment or Deputation - the Online Application will vary.

3. 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 15 & 16 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

4. 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

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

6. In the case of Deputation, 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.**

7. The **last date** for submission of Applications through Online mode for the two methods of Recruitment is **8th March 2017**.
8. 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 whatever reasons, he will not be permitted to take the Personal Interview.
9. The crucial date for determination of eligibility criteria shall be the last date prescribed for the receipt of online applications
10. Candidates shall **upload self-attested photocopies of the following documents** at the time of Online Registration
 - (a) 10th standard certificate or equivalent in support of Date of Birth.
 - (b) 12th standard or equivalent mark sheet.
 - (c) Community certificate in respect of OBC(Non Creamy Layer) candidates (Latest OBC-NCL certificate in the prescribed format)
 - (d) Disability Certificate in respect of Persons with Disability (PWD) (if applicable).
 - (e) U.G degree certificate where applicable.
 - (f) PG degree certificate where applicable.
 - (g) PG degree mark sheets or grade sheets.
 - (h) CA / ICWA Certificate where applicable.
 - (i) Service Certificate in prescribed format attested by a Notary Public.
 - (h) Other documents, as applicable, as per Recruitment Rules.
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 for Assistant Registrar (Finance), 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 Online CRT for the post of Assistant Registrar (Finance) is scheduled to be held **in a single shift** between **2:00 PM to 5:00 PM on 8th April 2017**.
14. The Online CRT will be applicable only to candidates applying on Direct Recruitment basis, and not to candidates applying on Deputation basis. The Deputationists will be called directly for Personal Interview.
15. The Application Fee for the Online CRT is Rs.1000/- for PwD candidates and Rs.1500/- for OBC(NCL) candidates. It is non-refundable. Application Fee is not applicable to candidates applying on Deputation basis.
16. The Application Fee shall be paid only Online
17. The Online CRT will consist of 180 multiple choice questions.
18. The multiple choice questions for Assistant Registrar (Finance) will be set from the following topics: Financial Accounting, Cost Accounting, Financial Management, Audit, Commerce, Taxation, General English, General Knowledge, General Mathematics, Logical Reasoning, Elements of Information and Communication Technology, etc.
19. 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.
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. Bangalore
 2. Bhopal
 3. Chennai
 4. Cochin
 5. Guwahati
 6. Hyderabad
 7. Jaipur
 8. Kolkata
 9. Lucknow
 10. Mumbai
 11. New Delhi
 12. Patna
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 all the **Original Certificates**, including the uploaded documents at the time of 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 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].
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/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification, 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, if already working in Central/State Government or its Department/Agencies 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.
34. Even if initially appointed to IMU Headquarters or a particular Campus, the Assistant Registrar (Finance) 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.