

## **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 Associate Professor (Mechanical Engineering), 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) 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 is **8<sup>th</sup> March 2017 till 5:30 PM.**
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 online applications.
10. 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
  - (g) Photocopy of the Ph.D in relevant subject
  - (h) Evidence of published work as a book and / or research / policy paper in referred journal.
  - (i) Service Certificate in prescribed format attested by a Notary Public.
  - (j) 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 organizations 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.

- (i) Sailing experience at management level within the meaning of STCW convention in force supported by self-attested copies of relevant Continuous Discharge Certificate (CDC) pages.
- (ii) Teaching experience in Mechanical Engineering in a recognized Institution.
- (iii) Experience as Engineer Surveyor in Directorate General of Shipping or in any recognized Classification Society.
- (iv) Experience as Technical Superintendent in any reputed Ship-owning or Ship-managing Company.

**To download the Declaration Format for Associate Professor (Mechanical Engineering), 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. **Candidates who are found eligible will be called for Personal Interview at IMU Headquarters in Chennai.** No TA/DA will be paid for attending the Personal Interview.
- 14. Candidates should bring all the **Original Certificates**, including the uploaded documents at the time of Personal Interview.
- 15. 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) 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].
- 16. 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 14 and 15 above), IMU reserves the right to disqualify the candidate from attending the Interview.

17. **No correspondence** will be entertained from candidates regarding the conduct of the Personal Interview, the reasons for not being called for Interview or for not being selected, etc.
18. **Canvassing** in any form will disqualify the candidates.
19. IMU reserves the right not to appoint anyone or to appoint fewer candidates than the number of positions advertised.
20. 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.
21. 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.
22. Even if initially appointed to IMU Headquarters or a particular Campus, the Associate Professor shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
23. 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**