



## INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Shipping, Government of India),  
Headquarters, East Coast Road, Semmencherry,  
Sholinganallur (P.O.) Chennai-600119  
<http://www.imu.edu.in>

### **APPLICATION FOR THE POST OF CAMPUS DIRECTOR**

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

(2) Even though initially appointed to a particular Campus, the Campus Director shall be liable for transfer to any other Campus.

Advt.No.: IMU/HQ/ADMN/CD/Rectt./2018/01 dtd. 17.03.2018

### **ON DIRECT RECRUITMENT / DEPUTATION**

Affix recent  
Passport size  
Photograph

1	Name in full (in capital letters)	
2	Father's Name	
3	Marital Status	Married / Unmarried
4	Sex	Male / Female
5	a) Date of birth (Day/Month/Year) b) Age as on the last date for receipt of applications by the University	____ / ____ / ____ ____ Years ____ Months ____ Days
6	Are you a citizen of India?	Yes / No
7	(A) Community (GEN/SC/ST/OBC-NCL) (B) Are you Physically Challenged (PwD) candidate?	(A) (B) If Yes, please provide details and copy of self attested Medical certificate.



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

Sl. No.	Organization/ Institution	Whether Government/ Quasi-Govt./ Private **	Position held	Date of joining	Date of leaving	Scale of Pay/ Pay Band/ Grade Pay

\*\*Public Universities and equivalent Educational Institutions, Government-aided colleges, Public Sector Undertakings and other such Autonomous organizations will be considered as 'Quasi-Government'.

11. Details of Certificates/Testimonials/Commendations/Awards received:

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12. *Category*: Candidates for the post of Director may be drawn from any of the 4 Categories given below. A given candidate can belong to only one of the 4 Categories. Please go through the qualifications prescribed for the post of Campus Director in IMU's Recruitment Rules appended to this application form.

Please tick any **ONE** of these 4 boxes:

<b>Category 1</b> (Academics)	<b>Category 2</b> (Research Organisations)	<b>Category 3</b> (Mariners)	<b>Category 4</b> (Naval Officers)

13. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields pertaining to *your Category only*. Self-attested photocopies should be furnished as 'proof' for educational qualifications. For service qualification a certificate signed by a Notary Public supported by self-attested photocopies of relevant documents should be furnished as proof.

**Category 1 - (Academics):-**

Candidate qualified to be appointed as a Professor in any of the School(s) in IMU.  However, the applicable age limit shall be 62 years.	Yes/ No
	Present Designation: _____
	Name of the University/ Institution/ Organisation: _____
	Scale of Pay: _____
	AGP Rs.: _____
No. of years of experience in the present grade: _____	
Age: _____	

**Category 2 – Research Organisations :-**

(i) Graduate Degree in relevant engineering discipline. (Please specify): _____ _____	(Please specify)  Percent _____ / Grade _____
(ii) Post Graduate Degree in relevant engineering discipline (Please specify): _____	Percent _____ / Grade _____
(iii) Ph.D. Degree in Engineering (Please enclose copy of Synopsis of Thesis): _____ _____	Title: _____ Dept.: _____ University: _____ Date of award: _____

(iv) Number of years of experience in the rank of Scientist 'F' or equivalent in Research Organisation.	___ years ___ months ___ days (Please specify)
(v) Number of years of experience in the rank of Scientist 'G' or equivalent in Research Organisation.	___ years ___ months ___ days (Please specify)

Evidence of publications in peer reviewed journals: -

**Category 3 – Mariners:-**

(i) DG(S) recognized MEO Class I (Motor)/ Master Mariner (FG) Certificate of Competency.	MEO Class I (Motor) CoC <input type="checkbox"/> Master Mariner (FG) CoC <input type="checkbox"/>
(ii) Sailing experience at Management level within the meaning of STCW Convention in force.	___ years ___ months ___ days
(iii) A Ph.D. Degree in relevant discipline.	Yes/No, if Yes please mention the Discipline _____ Title: _____ Dept.: _____ University: _____ Date of Award: _____
(iv) At least 20 years total work experience in shipping industry (sailing, on-shore, academics, classification society, and other related fields). For the purpose of calculation of total work experience, the sailing experience shall be multiplied by a factor of two.  [or]  At least 10 years of sailing experience which includes 2 years sailing experience at Management level referred to in clause (ii) above.	Yes/No  ___ years ___ months ___ days
	Yes/No  ___ years ___ months ___ days

a) Evidence of publications in peer reviewed journals:-
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b) Extra Masters or Extra First Class or PGDMOM obtained prior to 2014 or Ph.D:-
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**Category 4 – Naval Officers:-**

Serving/Retired Naval officer with 5 years of experience in the rank of Commodore or equivalent/above and with experience in navigation/marine or electrical engineering/ naval architecture branches.	Yes/No
	___ years ___ months ___ days
	Name of the Rank: _____
	Name of the branch: _____

a) Evidence of publications in peer reviewed journals:-

b) Experience in Navy Training Institutes/Headquarters:-

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

a) The following enclosures are common to **all 4 categories** of candidates:

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/ PwD certificate.
3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/ Awards.
4. Self-attested photocopies of evidence of published work – publications as books and / or research/ policy papers in refereed journals.

b) Enclosures applicable to **Category 1, 2 & 4** candidates:

1. Self-attested photocopies of U.G and P.G degree certificates.
2. Self-attested photocopies of P.G degree mark sheets or grade sheets.
3. Self-attested copy of Ph.D. Degree certificate in relevant discipline and copy of the synopsis of thesis.



**4. Certificate of Service Qualification as Associate Professor signed by a Notary Public and supported by self-attested photocopies of relevant documents.**

c) Enclosures applicable to **Category 3** candidates:

1. Self-attested photocopies of DG(S) recognized MEO Class I (Motor) Certificate of Competency.
2. Self-attested photocopies of relevant documents as proof as sailing experience at Management level.
3. Self-attested photocopy of Ph.D Degree in relevant discipline and copy of the synopsis of thesis.
4. **Certificate of Service Qualification and Sailing experience signed by a Notary Public and supported by self-attested photocopies of relevant documents.**

15. *DECLARATION*

- (i) I declare that I have carefully read and fully understood the various instructions, Recruitment Rules for the post and other conditions and I hereby agree to abide by them.
- (ii) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (iii) 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.
- (iv) 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,  
Headquarters, East Coast Road,  
Semmencherry,  
Sholinganallur (P.O.)  
Chennai-600119

**Endorsement from the Present Employer**

The application of Dr./Mr./Mrs./Ms., submitted for the post of Campus Director in the Indian Maritime University 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)

Place:

Name:

Date:

Designation:

To

**The Registrar,**  
Indian Maritime University,  
Headquarters, East Coast Road,  
Semmencherry, Sholinganallur (PO),  
Chennai - 600119

**Application for the post of Campus Director**

**DECLARATION OF MINIMUM SERVICE QUALIFICATION**

(N.B. This Declaration should be signed by the candidate and got attested by a Notary Public)

I \_\_\_\_\_ son/daughter of Shri. \_\_\_\_\_  
hereby solemnly declare that I have worked in Organizations/Institutions as per the  
details given below:-

S. No.	Organization/ Institution name	Whether Govt./Quasi-Govt./Private	Position held	Experience in Academics/Research Organizations/Marine/Naval (Please Specify)	Date of joining	Date of leaving	Last drawn monthly salary

Date:

Place:

Signature of candidate

Attested by  
Notary Public  
With Seal

**Application for the post of Campus Director**

**DECLARATION OF EDUCATIONAL/OTHER QUALIFICATIONS**

(N.B. This Declaration should be signed by the candidate and got attested by a Notary Public)

I \_\_\_\_\_ son/daughter of Shri. \_\_\_\_\_  
hereby solemnly declare that I have Educational/other qualifications as per the details  
given below:-

S. No.	Category 1: *Academics	Category 2: *Research Organizations	Category 3: *Mariners	Category 4: *Naval Officers

1. \*- The qualifications should be as per recruitment rules mentioned in Advt.
2. Write NA for columns which are not applicable.

Date:

Place:

Signature of candidate

Attested by  
Notary Public  
With Seal

**INSTRUCTIONS TO CANDIDATES FOR THE POST OF CAMPUS DIRECTOR**

1.	The Indian Maritime University is looking for Campus Directors for its various Campuses presently located at Chennai, Mumbai Port, Navi Mumbai, Cochin, Vishakhapatnam and Kolkata, who are outstanding and whose interests will expand or complement the existing academic programs/administrative functions of the university. Indian Citizens are encouraged to apply for this position. Interested candidates may apply in the prescribed form which can be downloaded from the link available at <a href="http://www.imu.edu.in">www.imu.edu.in</a> .
2.	General Eligibility Conditions in r/o Essential / Desirable Qualifications / Duties and Responsibilities: <b>Please Refer attached/uploaded Recruitment Rule of the Post at <a href="http://www.imu.edu.in">www.imu.edu.in</a>.</b>
3.	<b><u>Selection Process :</u></b> All applications will be screened by a Expert Scrutiny committee. The committee will shortlist candidates based upon their relevant records/output. Short-listed candidates will be invited for an Interview. Ability to manage and communicate effectively with Students, Faculties and other officials will form an important component of the assessment of a candidate for this position.
4.	<b>Pay: As per 6<sup>th</sup> CPC -Pay Band 4 Rs.37400- 67000 with AGP Rs.10,000 ( Likely to be revised as per 7<sup>th</sup> CPC).</b>
5.	<b><u>Other General Instructions :</u></b> a. Please read the instructions and general conditions before preparing and submitting the application form. b. The application form is a MS word document that may be filled on computer and printed out for signing and submission. c. Please note that the candidates who are currently employed will have to submit a No-Objection Certificate(NOC) from their current employer. This no-objection certificate may be submitted along with the application form itself or at the latest, presented at the time of interview. The candidate can also submit his application through Proper Channel within specified time limit as per advertisement. This certificate is to ensure that selected candidates will be relieved from their current positions without undue delay.

6.	<p><b><u>General Conditions:</u></b></p> <p>a. Please note the following general conditions about the selection process for the post.</p> <p><b>The Indian Maritime University reserves the right:</b></p> <ul style="list-style-type: none"> <li>i. to emphasize that the prescribed essential qualifications are the minimum ones and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large, the University at its discretion may restrict the number of candidates to be called for interview on the basis of qualifications/experience higher than the minimum prescribed in the advertisement; and decision of the Expert Scrutiny Committee in this regard shall be final.</li> <li>ii. to draw reserve panel(s) against the possible vacancies in the future;</li> <li>iii. to relax any of the desirable qualifications/experience/age at its discretion;</li> <li>iv. not to fill up any or all the advertised posts (or) to cancel the recruitment at any stage;</li> <li>v. to disqualify any candidate who indulges in canvassing of any kind;.</li> <li>vi. to modify/withdraw/cancel any communication made to the candidate, in case of any inadvertent mistake in the process of selection which may be detected at any stage before or after the issue of offer/order of appointment.</li> </ul>
7.	<p><b><u>Submission of Application:</u></b></p> <ul style="list-style-type: none"> <li>a) Applications, along with all the requisite documents as mentioned in the application form must be submitted by post only (Speed / Registered).</li> <li>b) Incomplete &amp; Late applications will not be entertained.</li> <li>c) The last date for receiving the applications is 45 days from the date of publication in Employment News.</li> <li>d) The Application, with the endorsement from the candidate's Present Employer (if applicable), should reach the Registrar not later than the date of the interview. 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.</li> <li>e) Duly filled &amp; completed application forms to be sent to "<b>The Registrar , Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai – 600119</b>".</li> </ul>
8.	<p>The following words: <b>Application for the post of Campus Director, Indian Maritime University "<u>on Direct Recruitment basis/Deputation</u>"</b> shall be super-scribed on the envelope without fail.</p>
9.	<p>Candidates should submit their Applications <u>only</u> in the prescribed format.</p>

10.	Candidates should submit along with the Application all the enclosures prescribed in Item no.14. <u>IMU reserves the right to summarily reject any application which is incomplete in any aspect or does not have one or more of the prescribed enclosures.</u>
11.	Proof of <b>Service Qualification</b> should be furnished as specified in Item nos. 13 & 14. <u>IMU reserves the right to summarily reject any Application that does not meet the requirement.</u>
12.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications by the University.
13.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for the interview or for not being selected or for confirming the equivalence of qualifications/experience , etc.
14.	If any of the particulars furnished or statements made by the candidate are found to be false or wrong or incorrect, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without any prior notice.
15.	The selected candidate will be required to furnish a certificate in the prescribed format from his current employer to the fact that he/she has not suffered any punishment and that no disciplinary or vigilance or criminal case is pending or contemplated against him/her.
16.	<b>Disclaimer:</b> In case of any inadvertent error/omission in the details provided above, University's Rules/Regulations/Ordinance/Statute will prevail as final.
<b>REGISTRAR</b> <b>INDIAN MARITIME UNIVERSITY</b>	

## **Recruitment Rules for the post of Campus Director.**

1.	Name of Post	Campus Director
2.	Classification	<b>Academic Post</b>
3.	Scale of Pay	Pay Band 4 Rs.37400- 67000 with AGP Rs.10,000
4.	Whether selection post or non-selection post	Selection Post Internal Candidates selected under the direct recruitment will return to the substantive post on completion of specified tenure.
5.	Age limit	Not exceeding 62 years
6.	Educational and other qualifications required for direct recruitment/ deputation	<p><u>Category 1: Academics</u></p> <ol style="list-style-type: none"> <li>1. Candidate qualified to be appointed as a Professor in any of the School(s) in IMU.</li> <li>2. However, the applicable age limit shall be 62 years.</li> </ol> <p><u>Category 2: Research Organisations</u></p> <ol style="list-style-type: none"> <li>1. Good academic record with at least 55% marks or an equivalent grade at both UG and PG level or at Integrated PG level in a relevant engineering discipline.</li> <li>2. Ph.D in Engineering.</li> <li>3. Candidate should have at least ten years' experience of which at least 5 years should be in the rank of Scientist F or equivalent in Research Organisation <b>or</b> In the rank of Scientist G or equivalent in Research Organisation</li> </ol> <p>Desirable: Evidence of publications in peer reviewed journals.</p> <p><u>Category 3: Mariners</u></p>



		<p>1. Directorate General (Shipping) recognised MEO Class I /Master Mariner (FG) with 2 years sailing experience at Management level within the meaning of STCW convention in force;</p> <p>2. At least 20 years total work experience in shipping industry (sailing, on-shore, academics, classification society, and other related fields). For the purpose of calculation of total work experience, the sailing experience shall be multiplied by a factor of two.</p> <p style="text-align: center;"><b>[OR]</b></p> <p>At least 10 years of sailing experience which includes 2 years sailing experience at Management level referred to in clause 1 above</p> <p>Desirable:</p> <p>a. Evidence of publications in peer reviewed journals</p> <p>b. Extra Masters or Extra First Class or PGDMOM obtained prior to 2014 or Ph.D</p> <p><u>Category 4: Naval Officers</u></p> <p>1. Serving/Retired Naval officer with 5 years of experience in the rank of Commodore or equivalent/above and with experience in navigation/marine or electrical engineering/ naval architecture branches.</p> <p>Desirable</p> <p>a. Evidence of publications in peer reviewed journals</p> <p>b. Experience in Navy Training Institutes/Headquarters.</p>
7.	Age of Superannuation	65 years
8.	Method of recruitment, whether by direct recruitment	By Deputation / Direct Recruitment If by Deputation, the age and educational qualifications as applicable to Direct Recruits would apply.

	or by deputation/ transfer and percentage of vacancies to be filled by various methods	If by Deputation, the candidate must be in a position to complete at least one full term of 3 years before his superannuation in his parent department/agency.
9.	Selection Committee	<p>The Selection Committee for appointment to the posts of Campus Directors shall consist of:</p> <ul style="list-style-type: none"> <li>(i) Vice-Chancellor</li> <li>(ii) Pro-Vice-Chancellor</li> <li>(iii) A nominee of the Visitor</li> <li>(iv) Two members of the Executive Council nominated by it.</li> <li>(v) One person not in the service of the University nominated by the Executive Council</li> </ul> <p><b>Quorum for the meeting shall be as per Statute 21(3).</b></p>
10.	Remarks	<ul style="list-style-type: none"> <li>a. Appointment to the post of Campus Director will be made for a tenure of 3 years initially.</li> <li>b. Eligible for 2 extensions up to 3 years at a time subject to satisfactory performance reviewed by a committee constituted <b>as per Clause 9 above.</b></li> <li>c. Even though a Campus Director may be initially appointed to a particular Campus, he shall be liable for transfer to any other Campus within India.</li> <li>d. If an employee of an erstwhile legacy institute is appointed as Campus Director, the relevant age of superannuation will apply.</li> <li>e. In case of deputationists, the age of superannuation in the relevant parent organization will apply.</li> <li>f. For direct recruits to IMU, the age of superannuation shall be sixty five years.</li> </ul>

		<ul style="list-style-type: none"> <li>g. The tenure of appointment indicated in (a) and (b) above will be subject to the age of superannuation specified in (d) to (f) above.</li> <li>h. Sailing experience is to be reckoned from the entries based on sign-on and sign-off from ships as mentioned in the Continuous Discharge Certificate of the prospective candidate. For eligibility purposes in clause 6.3.2(a), the sailing duration as per CDC entries will be multiplied by 2. For example, 6 months of total sailing duration as per CDC entries will be counted as 12 months (6x2) of service for calculating overall service.</li> <li>i. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</li> <li>j. The educational qualifications must be from a university/institution recognised by Statutory Authorities.</li> <li>k. The relevancy of qualifications and the Screening of applications will be done by an Expert Scrutiny Committee.</li> <li>l. Reservations as per Government of India/UGC guidelines would be applicable.</li> </ul>
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