



**INDIAN MARITIME UNIVERSITY**  
(A Central University under the Ministry of Shipping,  
Government of India), <http://www.imu.edu.in>  
East Coast Road, Semmencherry,  
Sholinganallur (PO), Chennai –600119  
Tele –(044)24539020

**APPLICATION FOR THE POST OF DEPUTY LIBRARIAN**

Advt.No.IMU-HQ/R/13/15/3/2018-Estt.(Rectt.Lib.) dtd. 15.12.2018

**ON DIRECT RECRUITMENT**

Affix recent  
Color Passport  
size Photograph

1	Name in full (in capital letters)	
2	Father's Name	
3	Marital Status	Married / Unmarried
4	Sex	Male /Female/Transgender
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	Community (GEN/SC/ST/OBC)	
8	a. Permanent address	b. Address for correspondence  Mobile No. _____ Email ID _____



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 (please Specify Yes/No whether or not proof enclosed)	Date of joining	Date of leaving	Scale of Pay/Pay Band/ Grade Pay /Level & Basic Pay (please Specify Yes/No whether or not proof enclosed)

\*\*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 Testimonials/Commendations/Awards received, if any:

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12. Fulfillment of Educational and Service Qualifications: Please go through the qualifications prescribed for the post of Deputy Librarian in IMU's Recruitment Rules appended to this application form. 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

<p>(i) Marks or Equivalent Grade in Post Graduate Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree.</p> <p>Knowledge of Computerisation of Library</p>	<p>Percent/Grade</p> <p>PG Degree in _____</p> <p>Name of University _____</p>
<p>(ii) Whether qualified in the National Eligibility Test (NET) conducted by the UGC or any other agency approved by UGC.</p> <p>Candidates who have been awarded Ph.D in Library Science/Information Science/ Documentation Science are exempted from the requirement of minimum eligibility condition of NET</p>	<p>Yes/No</p> <p>Please specify _____</p> <p>or</p> <p>Whether having PhD- Yes/No</p> <p>PhD in _____</p>
<p>(iii) Experience as an Assistant Librarian or equivalent in a Central or State University or in an IIM, IIT or in a reputed Research Institute of Central Government or State Government</p>	<p>Experience as _____</p> <p>_____ years _____ months _____ days</p> <p>Pay Band _____ GP _____</p> <p>Name of Institution _____</p> <p>_____</p>
<p>(iv) Evidence of innovative library service, organization of published work and computerization of library.</p>	<p>Yes/No</p> <p>Give details: _____</p> <p>_____</p>

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

- a) Self-attested photocopy of 10<sup>th</sup> Standard certificate or equivalent in support of Date of Birth.
- b) Self-attested photocopy of Community certificate.
- c) Self-attested photocopies of Testimonials/Commendations/Awards received, if any.
- d) Self-attested photocopies of U.G and P.G Degree.
- e) Self-attested photocopies of P.G Degree mark sheets or grade sheets.
- f) Self-attested photocopies of NET certificate.
- g) Self-attested photocopies of PhD Degree.
- h) Self-attested photocopies of relevant documents [Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/Proof of date of Joining and latest Pay Certificate] as proof of the required minimum Service Qualification claimed in Item no. 12(iii)/12(iv) of this Application Form.
- i) Where a candidate has worked in multiple organizations for the required minimum Service Qualification claimed in Item no. 12(ii)/12(iv) of this Application Form, proof of the Service Qualification should be furnished in the form of a certificate containing the details of the organizations worked, in a tabular format (enclosed), together with dates of joining and relief, etc. signed by a Notary Public. However, the supporting documents in original should be produced for verification at the time of Interview, if called for.

#### 14. 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 (PO),  
Chennai – 600119.

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms., submitted for the post of Deputy Librarian 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. \_\_\_\_\_ or Level \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_ as on \_\_\_\_\_. 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.

FORMAT FOR  
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 \_\_\_\_\_ hereby solemnly declare that I have worked in Organisations/Institutions as per details given below:

Sl. No.	Organization/ Institution Name	Whether worked in (i)University (ii) Recognised College (iv)Reputed Public Library (Specify)	Position held	Date of joining	Date of leaving	Scale of Pay/Pay Band/ Grade Pay /Level & Basic Pay

Date:

Place:

Signature of the Candidate

Attested by

Signature of Notary Public with Seal



INSTRUCTIONS

1.	The following words: "Application for the post of Deputy Librarian, Indian Maritime University <u>on Direct Recruitment basis</u> " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application only in the prescribed format. The last date for receiving the applications is 45 days from the date of Advertisement Published in Employment News.
3.	Candidates should submit the Application along with all the enclosures prescribed in Item no.13 or elsewhere must be submitted by post only (Speed / Registered). <u>IMU reserves the right to summarily reject the late application and incomplete Application of any respect or does not have one or more of the prescribed enclosures.</u>
4.	Age relaxation may be given to SC/ST/OBC and Ex-Servicemen as per applicable rules.
5.	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. Duly filled & completed application forms to be sent to "The Registrar , Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai – 600119".
6.	The photocopies of relevant documents as proof of Service Qualifications claimed in <u>Item no.12(iii)/12(iv)</u> should be attested by a Notary Public as stated in Item 13 (h) & (i) of this Application. <u>IMU reserves the right to summarily reject any Application that has not been so attested.</u>
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.	To disqualify any candidate who indulges in canvassing of any kind;
9.	The University reserves the right not to appoint any one for the position advertised.
10.	Direct Recruitment will be done through Personal Interview.
11.	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 criminal case is pending or contemplated against him/her.
11.	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.
REGISTRAR INDIAN MARITIME UNIVERSITY	

**Eligibility Criteria for the post of Deputy Librarian**

1.	Name of the Post	Deputy Librarian
2.	Classification	Academic Post, Group "A"
3.	Scale of Pay	PB3 - Rs.15600 – 39100 AGP – Rs.8000 Shall be eligible for the AGP of Rs.9000 after completion of five years' service as Deputy Librarian, subject to satisfactory performance with the same designation.
4.	Age limit for direct recruits	Not exceeding 50 years (Relaxable upto 2 years by Vice Chancellor in deserving cases)
5.	Educational and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>(i) A Post-Graduate Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the National Eligibility Test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates who have been awarded Ph.D. in Library Science/Information Science/Documentation Science shall be exempted from the requirement of minimum eligibility condition of NET.</p> <p>(iii) At least five years' experience as an Assistant Librarian or equivalent in a Central or State University or in an IIM, IIT or NIT or in a reputed Research Institute of Central Government or a State Government.</p> <p>(iv) Evidence of innovative library service, organization of published work and computerization of library.</p> <p><b>Desirable:</b> M.Phil/Ph.D degree in Library Science/Information Science/Documentation/Archives &amp; Manuscript keeping.</p>
6.	Age of superannuation	60 years.
7.	Remarks	<p>(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC and Ex-Servicemen in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>