

## GENERAL 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/PwD 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.
<b>REGISTRAR INDIAN MARITIME UNIVERSITY</b>	