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|  | **INDIAN MARITIME UNIVERSITY**  (A CentralUniversityunder the MinistryofShipping, GovernmentofIndia),  Headquarters, EastCoastRoad, Semmencherry,  Sholinganallur (P.O.) Chennai-600119  <http://www.imu.edu.in> |

**APPLICATION FOR THE POST OF**

**ASSISTANT ENGINEER (CIVIL/ELECTRICAL) ON DEPUTATION/ Absorption FOR IMU-NAVI MUMBAI, MUMBAI PORT & KOLKATA CAMPUSES**

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

*(2)This post is with all India Transfer liability.*

Advt.No.IMU-HQ/R/13/14/4/2019-Estt.(R)dtd. 30.11.2019

Affix recent Color Passport size Photograph & Sign Across

**APPLICATION FOR APPOINTMENT ON DEPUTATION/ABSORPTION**

**Choose the place of preferencefor Initial Posting:**

a). IMU Navi Mumbai Campusb). IMU Mumbai Port Campus c). IMU Kolkata Campus

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| A | For the Post of **Assistant Engineer** | **CIVIL / ELECTRICAL**  **(please tick [✓] the post you choose)** |
| 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 | 1. Community (GEN/SC/ST/OBC-NCL) 2. Are you Physically Challenged (PwD) candidate? | A)  (B) If Yes, please provide details and copy of self attested Medical certificate. |
| 8 | a. Permanent address | *b*. *Address for correspondence*  Mobile No.­­­­­­­­­­­­­­­­­­­­­­  Email ID |

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9 *Details of Educational Qualifications*: Please give particulars of all examinations passed and degrees obtained starting with the **Secondary School Leaving (10th standard/Matriculation)** Examination (please enclose Self-attested supporting documents)

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| --- | --- | --- | --- | --- | --- |
| Sl. No. | Nameof the Board/University/ Institution | Examination/ Degree/ Diploma passed | Distinction/ Class/ Division | Subjects (Please mention field of specialization, honours, etc., where applicable) | Percentage of marks |
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10. *Details of Employment*: Please give particulars of your present and past employment in chronological order, **starting with the present one** (please enclose Self-attested supporting documents)**.**

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| Sl. No. | Organization/ Institution | Whether  Central (or) State Government/  Central (or) State PSUs/  Central (or) State  Autonomous Bodies. | Position held | Dateof joining | Dateof leaving | Scaleof Pay/Pay Band/ Grade Pay/ Level in 7th CPC and Present basis pay |
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11. Details of Testimonials/Commendations/Awards received/Achievements

Made, if any:

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12. *Fulfillment of Educational and Service Qualifications*: Please go through the qualifications prescribed for the post of Assistant Engineer (Civil/Electrical) on deputation. Self-attested photocopies should be furnished as ‘proof’ for educational qualifications. For service qualification and experience with nature of duties a certificate signed by present/previous employer with self-attested photocopies of relevant documents should be furnished as proof.

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| --- | --- |
| 1. A degree in Civil Engineering   or Electrical Engineering with  minimum 5 years of regular service  as Assistant Engineer from Central/ State Government Departments / Organisations, Autonomous Bodies and Public Sector Undertakings.  **[OR]**   1. A Diplomain Civil Engineering or ElectricalEngineeringwith minimum 10 years of regular service as Junior Engineer from Central/ State Government Departments / Organisations,AutonomousBodies and Public Sector Undertakings. | **Yes/No**  a) If yes, Percentage/Grade -  b) UG Degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  c) Name of University/Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  d) Experience as Assistant  Engineer(Civil/Electrical):  No. of years\_\_\_ Months\_\_ Days\_\_\_  e) Date of Appointment in the post  of Assistant Engineer(Civil/ Electrical)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  f) Pay band \_\_\_\_\_\_\_\_\_ GP \_\_\_\_\_ (or) Level \_\_\_\_\_\_ |
| **Yes/No**    a) If yes, Percentage/Grade -  b) Diplomain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  c) Name of University/Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  d) Experience as Junior Engineer  (Civil/Electrical):  No. of years\_\_\_ Months\_\_ Days\_\_  e) Date of Appointment in the post of Junior Engineer(Civil/ Electrical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  f) Pay band \_\_\_\_\_\_\_\_\_ GP \_\_\_\_\_\_  (or) Level\_\_\_\_\_\_ |

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13. ACR/APAR Details for last years:-

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| --- | --- | --- | --- |
| **#** | **Year** | **Gradings** | **Remarks, if any.** |
| 1 | 2018-2019 |  |  |
| 2 | 2017-2018 |  |  |
| 3 | 2016-2017 |  |  |
| 4 | 2015-2016 |  |  |
| 5 | 2014-2015 |  |  |

**Note:** Certified copy of ACR/APARS are to be furnished along with ‘NOC’, Disciplinary & Vigilance Clearances.

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

1. Self-attested photocopy of 10thStandard certificate or equivalent in support

of Date of Birth.

1. Self-attested photocopy of Community certificate, if applicable.
2. Self-attested photocopies of Testimonials/Commendations/Awards/

Achievements Certificates received.

1. Self-attested photocopies of U.GDegree (or) Diploma certificate and mark

sheets or grade sheets (or) consolidated statement of marks.

1. Self-attested photocopies of relevant documents [Service and experience Certificate issuedby the Employer/Proof of date of Joining and date of Relief/Proof of date ofJoining and latest Pay Certificate] as **proof of the required minimum Service Qualification** claimed in Item no. 12(i) & 12 (ii) of this ApplicationForm.
2. Where a candidate has worked **in multiple organizations for the required minimum Service Qualification** claimed in Item no. 12(i)& 12(ii) 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 prescribed format (enclosed) from all the organizations.
3. Original ‘NOC’ from present employer, Disciplinary & Vigilance Clearances and Certified copies of ACRs/APARs for last 5 years.

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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.

(v) I am aware that if my proper channel application is not received by IMU within prescribed time limit along with NOC, Service cum Experience Certificate, Disciplinary & Vigilance Clearances, then my application will not be considered for further selection process and will be summarily rejected.

(vi) I am aware the absorption procedure after 3 years deputation service is the sole discretion of the University and not my right.

Place:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of the Candidate**

To

**The Registrar**,

IndianMaritime University,

Headquarters, EastCoastRoad,

Semmencherry,Sholinganallur(PO),

Chennai–600119.

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| **Endorsement from the Present Employer**  The application of Dr./Mr./Mrs./Ms., \_\_\_\_\_\_\_\_\_\_\_\_\_submitted for the post of Assistant Engineer(Civil/Engineering) on deputation/absorption 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/ Vigilance clearance or criminal case is pending/ contemplated against him/her.  (Signature of the forwarding officer with Seal)  Place: Name:  Date: Designation:    To  **The Registrar**,  IndianMaritime University,  Headquarters, EastCoastRoad,  Semmencherry,Sholinganallur(PO),  Chennai–600119. |

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**To be issued by the Organization in letter head**

**Application for the post of ASSISTANT ENGINEER (CIVIL/ELECTRICAL) on Deputation/Absorption**

**in Indian Maritime University**

**MINIMUM SERVICE QUALIFICATION**

Shri/Ms./Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_working as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in this organization on regular basis in the pay scale of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The service and experience details are as follows:

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| --- | --- | --- | --- | --- | --- |
| Sl. No. | Position held | Nature of Duties  (in brief) | From | To | Pay details  (Level / Scale with Last Drawn Basic) |
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Place:

Signature of Competent Authority of the

Organization with seal and date