INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
KOLKATA CAMPUS
P-19, Taratala Road, Kolkata 700 088
Phone: (033) 2401-4673/74/75/76/78

Advt. No. IMU/KC/Recruit/Contractual/1/2019   **Dated: 28th May, 2019**

WALK-IN-INTERVIEW FOR THE POSTS OF ASSISTANT ENGINEER (CIVIL) AND PRIVATE SECRETARY (PS) TO DIRECTOR BOTH ON CONTRACT. THE DETAILS OF THE POSTS, ELIGIBILITY CRITERIA, DATE, TIME AND VENUE OF THE INTERVIEW ARE GIVEN BELOW:

Name of the Post	Assistant Engineer (Civil)
No. of Post	One
Minimum qualification & experience	B.E./B. Tech. in Civil Engineering with 5 years experience in construction and maintenance of building and roads.
Age	35 years (relaxable upto 5 years in deserving case) Commensurate with the qualification and experience.
Consolidated Emoluments Contract period	Initially for six months which may be extended further based on performance.
Date, Time and Venue of the Walk-in-Interview	11.06.2019 (Wednesday) at 10.00 hrs. at Indian Maritime University, Kolkata Campus
Name of the Post	Private Secretary (PS) to Director
No. of Post	One
Minimum qualification & experience	i)A Bachelor's Degree (ii)Proficiency in Information & Communication Technology Desirable: (i)Shorthand Higher/Senior Grade in English (80 words per minute) ii)Typewriting Higher/Senior Grade in English(40 words per minute) Experience: Personal Assistant or equivalent with at least 8 years of regular service.
Age	35 years (relaxable upto 5 years in deserving case)
Consolidated Emoluments Contract period	Commensurate with the qualification and experience. Initially for six months which may be extended further based on performance.
Date, Time and Venue of the Walk-in-Interview	11.06.2019 (Wednesday) at 14.00 hrs. at Indian Maritime University, Kolkata Campus

Interested and eligible candidates may appear for Walk-In-Interview with detailed resume/curriculum vitae, passport size photographs and self attested copies of the relevant documents along with original certificates regarding educational qualification, age and work experience. No TA/DA is admissible in this connection.

DIRECTOR