



# INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Shipping, Government of India)

Headquarters, East Coast Road, Semmencherry,  
Sholinganallur (PO), Chennai - 600 119



Advt.No.IMU-HQ/R/13/16/1/2019-Estt. (R)

Date:30.11.2019

## Advertisement for Recruitment of Private Secretary (On Direct Recruitment/Deputation)

Applications are invited from interested and eligible candidates for the following posts on Direct Recruitment/ Deputation basis in Indian Maritime University (IMU):

Sl. No.	Name of the Post	Total No. of Posts & Place of Posting	Category	Horizontal Reservation	Pay as per 7th CPC	Remarks
1	Private Secretary	2 [IMU-HQ]	1-UR 1-OBC-NCL	1 - PWD* 1 - Ex-Servicemen	Pay Matrix Level - 8 (47600-151100)	Liable to be transferred to any other Campus as per the requirement of the University.

\*blindness and low vision [OR] locomotor disability.

Age, Educational and other qualifications required for the post of **Private Secretary**:

Age: Not exceeding 45 years in case of Direct Recruitment & Not exceeding 56 years in case of Deputation.

### Educational & Technical Qualifications:

- (i) A Bachelor's Degree.
- (ii) Typewriting Higher/Senior Grade in English [45 words per minute].
- (iii) Proficiency in Information & Communication Technology.

### Service Qualification:

#### For Direct Recruitment:-

From Personal Assistant or equivalent with at least 8 years of regular service. Persons working in non-Government organisations are also eligible with requisite experience.

#### For Deputation:-

A person holding analogous post on regular basis (or) at least 8 years experience as Personal Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in any Central/State University or autonomous educational/ research institution, Central/State Government or Government undertaking, Port Trust etc.

#### Desirable:-

- (i) Shorthand Higher/Senior Grade in English [120 words per minute].
- (ii) Typing in Hindi

For format of application, detailed Eligibility Criteria and general instructions, please visit [www.imu.edu.in](http://www.imu.edu.in)

Selection for the above posts on Direct Recruitment will be done through Computer based [online] Screening Test & Skill Tests in Typing and Shorthand. Persons who have qualified in the Screening Test alone will be called for the Skill Tests. There will be **No Interview** for the said post. There is no Computer Based (online) Screening Test in case of Deputation. However, selection will be based on Skill Test in Typing and Shorthand.

Terms of deputation will be governed as per DoPT OM No. 6/8/2009-Estt (Pay-II) dt 17.06.2010 and OM No. AB-14017/11/2017-Estt. (RR) dt 05.02.2018. Candidates who have submitted applications for deputation will not be allowed to withdraw in case of being selected.

IMU reserves the right not to fill up the post advertised (or) to increase/decrease the No. of posts (or) cancel the recruitment at any stage. **For Direct Recruitment – ONLINE application only.**

Candidates applying "on Deputation" are requested to submit the Application form duly filled in along with enclosures (by speed/register post only) to "**The Registrar, Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur(PO), Chennai 600 119**", so as to reach within **45 days** from the date of Advertisement Published in Employment News.

REGISTRAR