



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

APPLICATION FOR THE POST OF PRIVATE SECRETARY

Note: (1) Please download the relevant Application form and carefully go through the '**Instructions**' and the '**Eligibility Criteria**' for this post appended to the Application form.

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

Advt.No.IMU-HQ/R/13/16/1/2019-Estt. (R) dtd. 30.11.2019

Affix recent
Color Passport
size Photograph
and sign across

ON DEPUTATION

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-NCL)	
8	a. Permanent address	b. Address for correspondence Mobile No. _____ Email ID _____

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 Private Secretary (on deputation) in IMU's Recruitment Rules appended to this application form. Self-attested photocopies should be furnished as 'proof' for educational qualifications. For service qualification and experience with nature a certificate signed by a Notary Public supported by self-attested photocopies of relevant documents should be furnished as proof

(i) Bachelor's Degree	Percent/Grade _____ UG Degree in _____ Name of University _____
(ii) Typewriting Higher/Senior Grade in English [45 words per minute].	Yes/No Please specify _____
(iii) Proficiency in Information & Communication Technology.	Yes/No Please specify _____
(iv) Service Qualification: 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.	Experience as _____ _____ _____ years _____ months _____ days Pay band _____ GP _____ (or) Level _____ Name of Institution _____

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

- a) Self-attested photocopy of 10th Standard certificate or equivalent in support of Date of Birth.
- b) Self-attested photocopy of Community certificate, if applicable.
- c) Self-attested photocopies of Testimonials/Commendations/Awards received, if any.
- d) Self-attested photocopies of U.G Degree, mark sheets or grade sheets.
- e) Self-attested photocopies of certificate in respect of Shorthand Higher/Senior Grade in English.
- g) Self-attested photocopies of certificate in respect of Typewriting Higher/Senior Grade in English.
- 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(v) of this Application Form.
- i) Where a candidate has worked in multiple organizations for the required minimum Service Qualification claimed in Item no. 12(v) 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
- j) Original 'NOC' from present employer and Disciplinary & Vigilance Clearances.

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.
- (iv) 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.

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 Private Secretary 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.

To be issued by the Organization in letter head

**Application for the post of Private Secretary on Deputation
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:

Sl. No.	Position held	Nature of Duties	From	To	Pay details (Level / Scale with Last Drawn Basic)

Place:

Signature of Competent Authority of the
Organization with seal and date