

GENERAL INSTRUCTIONS TO THE CANDIDATES

STARTING DATE OF APPLICATION	13.12.2019
CLOSING DATE (EXTENDED) OF APPLICATION	27.01.2020 before 23.59hrs.
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE (ACTUAL DATE 13.01.2020) FOR SUBMISISON OF APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION AT ANY STAGE OF SELECTION PROCESS.	

- *The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.*
 - *The candidate shall be solely responsible for any loss or hardship caused to him due to his non-adherence to these instructions.*
 - *The candidate is requested to visit IMU's website periodically to keep track of new announcements and changes if any.*
 - *This site is best viewed with screen resolution of 1024x768 pixels or higher, using Internet Explorer 9 / Mozilla Firefox 16 / Google Chrome 23 or higher.*
 - *For any difficulty in filling the online application form, please send an email to psimu2019@imu.ac.in indicating the problem faced.*
1. There are 7 steps in the Online Application process:
 - (i) Basic Registration
 - (ii) Personal details
 - (iii) Educational Qualification details
 - (iv) Relevant/Other Experience details
 - (v) Photo, Signature and Documents upload
 - (vi) Generation of 'Application Preview'
 - (vii) Payment of Application Fee (Please see Instruction 19 & 20 below)**Note: Once the Payment of Application Fee is completed, editing of the Online Application any further is not permitted.**
 2. After '**Basic Registration**', use the system-generated **User ID** and **Password** received via SMS and Email for first login and then set new password for further logins to complete the rest of the Online Application.
 3. The application shall be submitted only through the Online mode; **the candidate need not send any hard copy/online printed application.**
 4. The crucial date for determination of eligibility criteria shall be the **last date prescribed for the online applications.**
 5. Candidates shall **attach self-attested photocopies of the following documents** along with the applications:-
 - (a) 10th standard certificate or equivalent in support of Date of Birth.
 - (b) Community certificate in respect of SC/ST/OBC(Non Creamy Layer) candidates (If applicable).
 - (c) Disability Certificate from Competent Authority in respect of Persons with Disability (PwD) (if applicable).

- (d) U.G degree certificate where applicable.
- (e) UG degree mark sheets or grade sheets.
- (f) Certificate for Shorthand & Typewriting issued by Govt. approved department/ Institution.
- (g) Experience Certificate
- (h) Other documents as applicable as per the Eligibility Criteria, if any.

Note: PDF format is preferable for uploading the documents.

"WARNING": CANDIDATES WILL BE SHORT-LISTED FOR SCREENING TEST ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR APPLICATIONS, THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND PENAL ACTION WILL BE INITIATED.

6. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST/OBC-NCL/Ex-Servicemen/PwD as per GOI norms if post is reserved for them. SC/ST/OBC-NCL Candidates have to produce a caste certificate in prescribed proforma.
 - (i) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General/EWS category but subsequently writes to IMU to change his/her category, such request shall not be entertained by the IMU.
 - (ii) Physically Handicapped (PH) Persons or Persons with disabilities, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.
7. Candidates seeking reservation benefits available for SC/ST/OBC-NCL/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. Caste certificate by candidate seeking reservation as SC/ST/OBC-NCL/EWS, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ST/OBC-NCL/EWS and the village/ town the candidate is ordinarily a resident of.

8. Horizontal Reservations:

1) In case of Ex-Servicemen: It is purely for the purpose of Age Relaxation only & Not for any other relaxed standard (or) preference in any part of selection process.

AGE LIMITS: The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the below instruction regarding Concessions & Relaxations.

CONCESSIONS & RELAXATIONS:

(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by five years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the IMU.

NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt.

(b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs: Army: Directorate of Personnel Service, Army Headquarters, New Delhi. Navy: Directorate of Personnel Services Naval Headquarters, New Delhi. Air Force: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices. Navy: Naval Records, Bombay Air Force: Air Force Records, New Delhi.

2) In case of PWDs: The relaxed standard (or) preference, if any, shall be as per GoI guidelines issued for the posts reserved for PWDs and as per provisions of the Rights of PWDs Act, 2016.

Age relaxation to Physically Handicapped (PH) persons:

i) Age relaxation of 10 years (15 years for SC/ST candidates and 13 years for OBC candidates) in upper age limit shall be allowed to persons

suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.

ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's OM No. 36035/3/2004-Estt(Reservation) dated 29th December 2005.

9. Candidates must be in sound bodily health and on production of medical fitness certificate on appointment.
10. If a candidate's application is incomplete in any respect, his application is liable to be summarily rejected. However, IMU has the right to call for additional information, if needed.
11. **MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts. Qualification obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.**
12. IMU reserves the right to restrict the number of candidates to be called for recruitment process to a reasonable limit on the basis of qualifications, level of relevant experience, etc. in case of receipt of large number of applications.
13. The invitation of candidates for Screening Test and subsequent Skill Test for the candidates qualified in the Screening Test conveys no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Competent Authority of IMU.
14. Applicant shall keep a copy of filled application which shall be produced at the time of selection process.
15. Persons employed in Government/Semi-Government/Autonomous Bodies/PSUs/ Educational Institutions may send the application through proper channel for the post at IMU against this advertisement. However, NOC is required to be submitted at the time of Certificate Verification, if shortlisted. Candidates may also send Advance Copy of Application.
16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.

17.The Computer-based Recruitment Tests (**Online CRT**) for the posts of Private Secretary shall be intimated through email only and the date will be hosted in IMU's website.

18.On the basis of performance in the Online CRT, the candidates will be shortlisted for **Skill Test. The decision of IMU shall be final in this regard.**

NOTE: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for tests.

19.IMPORTANT NOTE FOR MINIMUM QUALIFYING MARKS

(i) The category-wise minimum level of suitability, irrespective of whether the selection is made only by Skill Test or by Screening Test followed by Skill Test, will be **UR/OBC- 50%**.

(ii) In cases where selection is made by Screening Test followed by Skill Test, the candidate will have to achieve minimum level of suitability (UR/OBC- 50%) in their respective category at both stages i.e. 'Screening Test' as well as 'Skill Test'.

(iii) Weightage for Screening Test and Skill Test shall be **50%** and **50%** respectively. In case of selection only by Skill Test, weightage for Skill Test shall be 100 %.

20.The Application Fee for the Online CRT is Rs.800/- for SC/ST candidates and Rs.1200/- for all others. It is non-refundable.

21.The Application Fee shall be paid only Online.

22.The total number of multiple choice Questions will be intimated through IMU's Website.

23.There will be **negative marking** for wrong answers (1/4th of the marks allotted to each question).

24.The Online CRT will be held simultaneously in the following 5 cities (**Test Centres**) across India:

1. New Delhi	2. Kolkata
3. Mumbai	4. Chennai
5. Cochin	

25.A given City or Test Centre may have one or more Test Venues depending on the number of candidates opting for the City.

26.A candidate should give **3 preferences** for the cities where he wishes to take the CRT while registering online. While every effort will be made to accommodate a candidate within his 3 preferred cities, IMU reserves the right to divert applicants to the nearest cities if sufficient number of

candidates are not forthcoming in certain cities, and also if there are too many candidates for a particular city.

27. The name and address of the Test Venue will be indicated on the **Hall Ticket/Admit Card** and candidates are requested to be present at the Test Venue at least **60 minutes** before the time of commencement of the Online CRT.
28. **Candidates who are shortlisted based on the Online CRT scores will be called for Skill Test at IMU Headquarters in Chennai.** No TA/DA will be paid either for attending the Online CRT or the Skill Test.
29. Candidates should bring all the **Original Certificates** and one set of Self-Attested photocopies, including the uploaded documents at the time of Certificate Verification, if called for.
30. In respect of the proof of the required minimum Service Qualification, the candidates shall produce apart from the original of the Declaration signed by him or / and in any of the document produced subsequently - original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/ Proof of date of Joining and latest Pay Certificate].
31. Notwithstanding the fact that a candidate may have been called for Screening Test and Skill Tests, if any discrepancies or false claims are detected in the documents uploaded at the time of the Online Registration and/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification, IMU reserves the right to disqualify the candidate, at any stage.
32. **No correspondence** will be entertained from candidates regarding the recruitment process/selection criteria or Screening Test and Skill Tests, the reasons for not being called for Interview or for not being selected, etc.
33. **Canvassing** in any form will disqualify the candidates.
34. IMU reserves the right to: (a) not to fill any of the advertised positions (b) to increase or decrease the number of posts (c) fill consequential vacancies arising at the time of selection from available candidates. **The number of positions are thus open to change.**
35. If any of the particulars furnished or statements made by the candidate are found to be false/wrong/incorrect, his/her appointment (if selected) is liable to be terminated summarily by IMU without prior notice, at any stage.
36. A candidate selected, if already working in Central/State Government/PSUs/ Autonomous bodies/ Educational Institutions or its Department/Agencies will be required to furnish a certificate in the prescribed format from his current employer at the time of acceptance of offer of appointment to the effect that he has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him. If he fails to produce the above Certificate

within the prescribed time, his offer of appointment shall be treated as withdrawn.

37. Candidates selected under direct recruitment will be covered under the New Pension Scheme only. IMU is not covered by old Pension Scheme. Hence, transfer of service benefits from existing organization to IMU is not possible. Also, No TTA and other joining allowances claims are admitted.
38. Even if initially appointed to IMU Headquarters or a particular Campus of IMU, the Private Secretary shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
39. **Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through candidate's registered email only.**
40. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in
41. For discrepancies, if any, in the Advertisement published in Hindi in Employment News-Hindi, the English version of the Advertisement published in Employment News Weekly (English) and on IMU's website will prevail.
42. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

Date:

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REGISTRAR