

INSTRUCTIONS TO CANDIDATES FOR THE POST OF PRIVATE SECRETARY on Deputation

1.	The Indian Maritime University is looking for the post of Private Secretary on Deputation basis. Candidates who are working in Central (or) State Govt. University/ Research organizations/ PSUs/ ABs are only encouraged to apply for this position. Interested candidates may apply in the prescribed form which can be downloaded from the link available at www.imu.edu.in . The total period of Deputation period may be for 3 years.
2.	General Eligibility Conditions in r/o Essential / Desirable Qualifications / Duties and Responsibilities: Please Refer attached/uploaded Eligibility Criteria of the Post at www.imu.edu.in.
3.	<u>Selection Process</u> : - All applications will be screened by a Scrutiny/Screening committee. The committee will shortlist candidates based upon their relevant records/output. Short-listed candidates will be invited for an Skill Test.
4.	Pay: As per 7th CPC –Level 8 at starting pay of Rs.47600.
5.	<u>Other General Instructions:</u> a. Please read the instructions and general conditions before preparing and submitting the application form. b. The application form is a MS word document that may be filled on computer and printed out for signing and submission. c. The candidate should submit his application through Proper Channel within specified time limit as per advertisement. Please note that the candidates who are currently employed in Central (or) State Govt. University/research organisation/PSUs/ABs will have to submit a No-Objection Certificate (NOC) from their current employer. This No-objection certificate may be submitted along with the application form itself or at the latest, after 30 days from closing date of advertisement. d. NOC is to ensure that selected candidates will be relieved from their current positions without undue delay. Other requisites as mentioned in application forms, Service cum Experience Certificate in prescribed format, Disciplinary & Vigilance Clearances should also be enclosed along with Proper Channel applications.

6.	<p><u>General Conditions:</u></p> <p>a. Please note the following general conditions about the selection process for the post.</p> <p>The Indian Maritime University reserves the right:</p> <ul style="list-style-type: none">i. to emphasize that the prescribed essential qualifications are the minimum ones and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large, the University at its discretion may restrict the number of candidates to be called for interview on the basis of qualifications/experience higher than the minimum prescribed in the advertisement; and decision of IMU in this regard shall be final.ii. to draw reserve panel(s) against the possible vacancies in the future;iii. to relax any of the desirable qualifications/experience/age at its discretion;iv. not to fill up any or all the advertised posts (or) to cancel the recruitment at any stage;v. to disqualify any candidate who indulges in canvassing of any kind;.vi. to modify/withdraw/cancel any communication made to the candidate, in case of any inadvertent mistake in the process of selection which may be detected at any stage before or after the issue of offer/order of appointment.
7.	<p><u>IMPORTANT : Submission of Application:</u></p> <ul style="list-style-type: none">a) Applications, along with all the requisite documents as mentioned in the application form must be submitted by post only.b) Incomplete, unsigned & Late applications will not be entertained.c) The last date for receiving the applications is 45 days from the date of advertisement published in Employment News.d) Applications without specified enclosures [or] not legible copies of enclosures including educational qualification certificates, experience certificates / any other documents will be summarily rejected without any further correspondence.e) Applications <u>without self-attested copies of documents</u> will also be summarily rejected without any further correspondence.

	<p>f) Candidates who desirous to submit advance copy of application directly to IMU should ensure the proper channel application along with NOC, Service cum Experience Certificate in prescribed format, Disciplinary & Vigilance Clearances in endorsement format from present employer on or before the closing date of application [OR] at least after 30 days from closing date of advertisement.</p> <p>g) Duly filled & completed application form is to be sent to "The Registrar , Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai – 600119".</p>
8.	The following words: Application for the post of Private Secretary, Indian Maritime University "on Deputation" shall be super-scribed on the envelope without fail.
9.	Candidates should submit their Applications <u>only in the prescribed format</u> . Any other form / bio-data / e-mail etc., will not be considered as proper application for this recruitment.
10.	Candidates should submit along with the Application all the enclosures prescribed in Item no.14. <u>IMU reserves the right to summarily reject any application which is incomplete in any aspect or does not have one or more of the prescribed enclosures.</u>
11.	Proof of Service cum Experience should be furnished as specified in Item nos.10 & 12. <u>IMU reserves the right to summarily reject any Application that does not meet the requirement.</u>
12.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications by the University.
13.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for the interview or for not being selected or for confirming the equivalence of qualifications/experience , etc.
14.	If any of the particulars furnished or statements made by the candidate are found to be false or wrong or incorrect or mislead or suppressing of information, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without any prior notice.
15.	The selected candidate will be required to furnish a certificate in the prescribed format from his current employer to the fact that the/she has not suffered any punishment and that no disciplinary or vigilance or criminal case is pending or contemplated against him/her till relieving.
16.	Disclaimer: In case of any inadvertent error/omission in the details provided above, University's Rules/Regulations/Ordinance/Statute will prevail as final.
REGISTRAR INDIANMARITIMEUNIVERSITY	