



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/2/2019

Dated: 23 Oct 19

APPLICATIONS ARE INVITED FROM ELIGIBLE CANDIDATES FOR THE POST OF SECTION OFFICER ON CONTRACT BASIS. THE DETAILS OF THE POST WITH QUALIFICATION, EXPERIENCE ETC. ARE GIVEN BELOW:

Name of the Post	Section Officer
No. of Post	2 (Two)
Educational Qualification	A Bachelor's Degree with working knowledge of Information & Communication Technology.
Service Qualification	At least 5 years of work experience in the area of Administration/ Establishment/ Finance/ Vigilance/ Legal/ Documentation/ Academic/ Examination in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs4200 as per 6 th CPC or equivalent Pay level as per 7 th CPC in any Central/State University or autonomous educational/ research institution, Central/State Government undertaking, Port Trust, etc. Desirable: Recently retired personnel with experience in one or more of the following areas: (i) Handling Establishment matters pertaining to Central Government employees such as GPF, Pension/family pension, Quarter allotments, Disciplinary issues etc (ii) Handling Stores and purchase including GeM, e-Procurement through PPP, Preparing and floating tender documents etc. (iii) Academic matters such as maintenance of students' records, processing Scholarship applications etc.
Age	Below 63 Years
Consolidated Emoluments	Commensurate with the qualification and experience with a minimum of Rs. 35000/-

Contract period	Initially for six months which may be extended further based on performance and need.
<p>Only shortlisted candidates will be called for interview. No TA/DA is admissible for appearing in the interview. The candidates have to bring their original certificates while appearing for interview.</p> <p>Candidates who are interested are requested to send their application in their own format along with their resume and relevant documents pertaining to educational qualifications & experience to Director, Indian Maritime University, P-19 Taratala Road, Kolkata-700088 by post or email to director.kolkata@imu.ac.in on or before 11.11.2019.</p> <p style="text-align: right;">DIRECTOR</p>	