

GENERAL INSTRUCTIONS TO THE CANDIDATES

Advt. No. IMU-HQ/R/13/18/1/2019-Estt.(R) Dated 12.12.2020

Date of opening of online portal for registration	12.12.2020
Last date for closing of online portal for registration	25.01.2021 upto 23.59 hrs.
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED DATE FOR CLOSING OF ONLINE PORTAL. 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 fulfill 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 asst2020@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 20 & 21 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) U.G degree certificate where applicable.
 - (d) UG degree mark sheets or grade sheets.
 - (e) Ex-Service men certificate as prescribed by GoI.
 - (f) 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 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 as per GOI norms if post is reserved for them. SC/ST/OBC-NCL Candidates have to produce a caste certificate in prescribed proforma.

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.

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:

In case of Ex-Servicemen: Relaxation quantum of reservation and preference in any part of selection process will be as followed by Govt. of India/IMU's Act/Statutes/Ordinance and Rules applicable to Group-C posts.

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.

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.

9. The candidates should be in sound state of health and appointment shall be subject to production of medical fitness certificate as prescribed by IMU.
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 posts 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 (C.R.T) Online Screening Test and (for applicable post) for the candidates qualified in the online 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 directly submit the online application and later send the NOC through proper channel for the post at IMU against this advertisement. However, NOC may also be submitted at the time of Certificate Verification, if shortlisted.
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 Assistant (Finance) and Assistant shall be intimated to the applicants through email only and the CRT may be conducted during the month of **February, 2021**.

18. On the basis of performance in the Online CRT, the candidates will be shortlisted for final selection subject to other fulfillments. **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 will be **UR/EWS/OBC- 50%, SC/ST- 45% (if post is reserved).**

20. The Application Fee for the Online CRT is Rs.800/- for SC/ST candidates and Rs.1200/- for all others for the post of Assistant, Assistant (Finance). It is non-refundable.

21. The Application Fee shall be paid only Online.

22. The total number of multiple choice Questions for post wise are as follows:-

Sl.No.	Post	Multiple choice Questions
i.	Assistant (Finance)	120
ii.	Assistant	120

23. Syllabus for each post is as follows:-

Assistant
General English, General Knowledge, General Mathematics, Logical Reasoning and Elements of Information & Communication Technology.

Assistant (Finance)
General English, General Knowledge, General Mathematics, Logical Reasoning, Elements of Financial Accounting, Cost Accounting, Financial Management, Audit, Commerce, Taxation and Elements of Information & Communication Technology.

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

25. The Online CRT will be held simultaneously in the following 12 cities (**Test Centres**) across India:

1. New Delhi	2. Lucknow	3. Patna	4. Kolkata
5. Guwahati	6. Hyderabad	7. Chennai	8. Cochin
9. Bangalore	10. Mumbai	11. Bhopal	12. Jaipur

26. A given City or Test Centre may have one or more Test Venues depending on the number of candidates opting for the City.
27. 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.
28. 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.
29. **Candidates who are shortlisted based on the Online CRT scores will be called for further selection process at IMU Headquarters in Chennai.** No TA/DA will be paid either for attending the Online CRT or any other process till joining.
30. 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.
31. In respect of the proof of the required minimum Service Qualification, if any, 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].
32. Notwithstanding the fact that a candidate may have been called for Screening Test or any other process, 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.
33. **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 certificate verification or for not being selected, etc.
34. **Canvassing** in any form will disqualify the candidates.
35. 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 numbers of positions are thus open to change.**
36. 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.
37. 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.

38. 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.
39. Even if initially appointed to IMU Headquarters or a particular Campus of IMU, the Assistant (Finance) and Assistant shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
40. **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.**
41. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in
42. 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.
43. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

Date: 12.12.2020

sd/-
REGISTRAR (i/c)

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