



INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Ports, Shipping and Waterways, Government of India),
Headquarters, East Coast Road, Semmencherry,
Sholinganallur (P.O.) Chennai-600119
<http://www.imu.edu.in>

APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS

Note : Please download the relevant Application form and carefully go through the '**Instructions**' and the '**Recruitment Rules**' published vide IMU Ordinance No. 07 of 2020 [EC 2020-57-06 dated 18.12.2020] for this post appended to the Application form.

Advt. No. IMU-HQ/R/13/14/2/2019-Estt.(R)/02 dated 17.07.2021

Application No. IMU-COE/2021/_____ **[To be filled by IMU-HQ Rectt. Division]**

ON DIRECT RECRUITMENT / DEPUTATION

Affix recent
Passport size
Photograph

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 closing date for receipt of applications by the University	____ / ____ / ____ ____ Years ____ Months ____ Days
6	Are you a citizen of India?	Yes / No
7	a) Community (GEN/SC/ST/OBC-NCL/EWS) b) Are you Physically challenged (PwD) candidate? c) Are you an ex-Service man?	a) b) Yes / No If yes, please provide details and copy of self-attested Medical Certificate c) Yes / No If yes, please provide complete details including post-employment on discharge with copy of self-attested documents.

10. *Details of Employment:* Please give particulars of your present and past employment in chronological order, starting with the present one.

Sl. No.	Organization/ Institution	Whether Central (or) State Government/ Central (or) State PSUs/ Central (or) State Autonomous Bodies / Private**	Position held	Date of Joining [From]	Date of leaving [To]	Scale of Pay/ Pay Band/ Grade Pay/ Level in 7 th CPC and Present Basic Pay \$

** - Including Private Universities / Private Colleges / Private Educational Institutions / Affiliated Colleges of any University / Private Companies, etc.

\$ - Copy of Pay Slip [Latest] or Form-16 should be attached.

11. *Details of Certificates/Testimonials/Commendations/Awards received and Publication of Books/Journals etc.:*

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12. *Category:* Candidates for the post of Controller of Examinations (COE) may be drawn from any of the 2 Categories given below. A given candidate can belong to only one of the 2 Categories. Please go through the qualifications prescribed for the post of COE in IMU's Recruitment Rules appended to this application form.

Please tick any **ONE** of these 2 boxes:

Category 1 (with University Teaching / Research Estt. background / Group-A in Registry Cadre)	Category 2 (Marine / Nautical Science / Maritime / Shipping Company / DGS Experience)

13. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields pertaining to *your Category only*. Self-attested photocopies should be furnished as 'proof' for educational qualifications. For service qualification, a certificate signed by a Notary Public supported by self-attested photocopies of relevant documents should be furnished as proof:

<p>Category 1</p> <p>(a) Marks or equivalent grade in Master's Degree</p>	<p>PG Degree : _____</p> <p>_____Percent/ Grade</p>
<p>(b)</p> <p>i) Service as Assistant Professor in APM Level-11 and above [AND]</p> <p>ii) Service in APM Level-12 and above including as Associate Professor along with at least 3 years experience in educational administration [OR]</p> <p>iii) Comparable experience in research establishment and/ or other institutions of higher education [OR]</p> <p>iv) Total Administrative Experience,</p> <p>v) Out of which, experience as Deputy Registrar (or) equivalent post (Level-12 & above)</p>	<p>i) ___years___months___days</p> <p>ii) ___ years___months___days</p> <p>Grand Total: ___years___months___days</p> <p>iii) ___years___months___days</p> <p>iv) ___years___months___days</p> <p>v) ___years___months___days</p>
<p>Category 2</p> <p>(a) Master (FG) Certificate of Competency / MEO Class I (Motor) Certificate of Competency</p>	<p>Yes/ No</p> <p>Yes/ No</p>
<p>(b) Sailing experience at Management level within the meaning of STCW Convention in force [min 2 years]</p>	<p>___years___months___days</p>
<p>(c) Experience in Maritime Industry in one or more of the following areas:-[min 15 years]</p> <p>(i) Sailing experience at Management level,</p> <p>(ii) Teaching Nautical Science or Marine Engineering in a recognized maritime institution</p> <p>(iii) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society</p> <p>(iv) Technical Superintendent in any reputed Ship-owning or Ship-managing company</p> <p>(v) Management/Administrative experience at senior level in any organization in the maritime sector.</p>	<p>i) ___years___months___days</p> <p>ii) ___years___months___days</p> <p>iii) ___years___months___days</p> <p>iv) ___years___months___days</p> <p>v) ___years___months___days</p>

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

- a) The following enclosures are common to **all 2 categories** of candidates:
1. Self-attested photocopy of 10th standard certificate or equivalent in support of Date of Birth.
 2. Self-attested photocopy of Community certificate/ PwD certificate/ Ex-Servicemen documents.
 3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/ Awards.
 4. Self-attested photocopies of evidence of published work – publications as books and / or research / policy papers in referred journals.
- b) **Additional** : Enclosures applicable to **Category 1** candidates:
1. Self-attested photocopies of U.G and P.G degree certificates.
 2. Self-attested photocopies of U.G and P.G degree mark sheets or grade sheets.
 3. Self-attested photocopies of any other educational qualifications.
 4. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 1 – (b) **attested by a Notary Public.**
- c) **Additional** : Enclosures applicable to **Category 2** candidates:
1. Self-attested photocopies of MEO Class I (Motor) Certificate of Competency/ Master (FG) Certificate of Competency.
 2. Self-attested photocopies of relevant documents as proof of sailing experience at Management level.
 3. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 2 – (c) **attested by a Notary Public.** _

15. 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. Any column left blank/ unfilled shall be considered as "No information to provide" from my side.
- (iii) I declare that I have not suffered any punishment so far in my career and that no disciplinary or criminal case is pending/ contemplated against me.
- (iv) I am aware that if any of the particulars furnished or statements made by me in the application form 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.

Place: _____

Date: _____

Signature of the Candidate

To

Deputy Registrar (Admin, Legal & Secretarial)

Indian Maritime University, Headquarters,

East Coast Road, Semmencherry,

Sholinganallur (P.O.),

Chennai - 600119.

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms. _____, submitted for the post of Controller of Examinations in the Indian Maritime University is forwarded to the Deputy Registrar(A,L&S), Indian Maritime University, HQ, 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/ Level of Rs. _____.

He/She is drawing a basic pay of Rs. _____.

Further, it is certified that the applicant has not suffered any punishment in his/her career 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

Deputy Registrar (Admin, Legal & Secretarial)

Indian Maritime University, Headquarters,
East Coast Road, Semmencherry,
Sholinganallur (P.O.),
Chennai – 600119.

Endorsement from the Previous Employer [if relieved]

Dr./Mr./Mrs./Ms. _____, was working in this organization, viz. _____ in the post of _____, in a temporary/permanent capacity with effect from _____ till _____ in the Scale of Pay Band / Grade Pay/ Level of Rs. _____ .

He/She was drawing a basic pay of Rs. _____ .

Further, it is certified that the applicant had not suffered any punishment in his/her career 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

Deputy Registrar (Admin, Legal & Secretarial),

Indian Maritime University, Headquarters,

East Coast Road, Semmencherry,

Sholinganallur (P.O.),

Chennai - 600119

Application for the post of Controller of Examinations

DECLARATION OF MINIMUM SERVICE QUALIFICATION

[N.B This Declaration should be signed by the candidate and attested by a Notary Public]

I _____ son/daughter of Shri. _____
hereby solemnly declare that I have worked in Organizations/Institutions as per details
given below:

S. No.	Organization/ Institution name	Whether Central (or)State Government/ Central (or) State PSUs/ Central (or) State Autonomous Bodies / Private	Position held	Experience in Academics/Research Organizations/ Marine/Nautical / Maritime Industry (Please Specify)	Date of joining [From]	Date of leaving [To]	Last drawn monthly salary with scale of Pay/level

Date:

Place:

Signature of the Candidate

Attested by
Notary Public
With Seal and
date

Application for the post of Controller of Examinations

DECLARATION OF EDUCATIONAL/OTHER QUALIFICATIONS

(N.B. This Declaration should be signed by the candidate and attested by a Notary Public)

I _____ son/daughter of Shri. _____
hereby solemnly declare that I have Educational/other qualifications as per the details given
below:-

S. No.	Category 1: *(with University Teaching / Research Estt. background / Group-A in Registry Cadre)	Category 2: *(Marine / Nautical Science / Maritime / Shipping Company / DGS Experience)

1. *- The qualifications should be as per recruitment rules mentioned in Advt.
2. Write NA for column which is not applicable.

Date:
Place:

Signature of the candidate

Attested by
Notary Public
With Seal and
date

Calculation of Sailing Experience as per Category 2:

Name	
Application No.	

Period of CDC		Rank	Days [(b)-(a)]
From (a)	To (b)		
Total Period of Sailing in Mgmt. Level (in Days) [A]			-
Total Period of Sailing in Mgmt. Level (in Y/M/D)			0 Y 0 M 0 D
Total Period of Sailing other than Mgmt. Level(in Days) [B]			-
Total Period of Sailing other than Mgmt. Level (in Y/M/D)			0 Y 0 M 0 D
Total Period of Sailing in Total (in Days) [C] = [A]+[B]			0
Total Period of Sailing in Total (in Y/M/D)			0 Y 0 M 0 D

Shore Experience		Designation	Organisation	Days [(b)-(a)]
From (a)	To (b)			
				-
				-
				-
Total Period of Shore Experience (in Days) [D]				-
Total Period of Shore Experience (in Y/M/D)				0 Y 0 M 0 D

Total Work Experience (In Days) [C] + [D]				-
Total Work Experience (In Y/M/D)				0 Y 0 M 0 D