

GENERAL INSTRUCTIONS TO THE CANDIDATES

STARTING DATE OF ONLINE APPLICATION	15.10.2022
CLOSING DATE OF ONLINE APPLICATION	15-12-2022 UPTO 23:59 HRS
THE DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION AT ANY STAGE OF SELECTION PROCESS.	

1. Candidates are requested to apply only Online against this advertisement published on IMU's website <http://www.imu.edu.in>. They are also requested to carefully go through the details of posts and instructions published below as well as on the website <http://www.imu.edu.in>
 - *The applicants should go through all instructions, eligibility criteria 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 must be a citizen of India.*
 - *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 support@registernow.in for Technical Support and poprecruitment@imu.ac.in for Non-Technical Support indicating the problem faced.*
2. There are 8 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) Submission and Payment of Fee

NOTE I: Filling of the Online Application is permitted only when the Basic Registration is completed.

NOTE II: Date of birth and category mentioned in Online Application are final. No subsequent request for a change of date of birth and category will be considered or granted.

3. After '**Basic Registration**', use the system-generated **User ID** and **Password** received via SMS/Email to complete the rest of the Online Application.
 4. Application Fee is Rs.700/- + applicable GST for SC/ST candidates and Rs.1000/- + applicable GST for all other candidates. It is non-refundable.
 5. The Fee shall be paid only Online.
 6. Your Application will not be treated as finally submitted unless the same is available under the "Print Application" of your login page before the closing date. Please retain a print out of your finally submitted online application (complete with Payment Details) as a proof of submission of your application to IMU.
 7. The application shall be submitted only through the online mode. **The candidate need not send any hard copy/online printed application to IMU as the same will not be treated as a valid document.**
 8. The **last date** for submission of Applications through Online mode is **15th December 2022 (until 23:59 hours).**
 9. The crucial date for the determination of eligibility criteria shall be the last closing date prescribed for the online applications.
 10. Candidates shall **upload self-attested photocopies of the following documents** at the time of Online Registration:-
 - (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) Master (Foreign Going) Certificate of Competency for Nautical/ MEO Class I (Motor) Certificate of Competency for Marine Engineering.
 - (d) Extra Masters/Extra First Class Certificate of Competency/ Master's Degree from WMU, Malmo (if applicable)
 - (e) Relevant experience certificate. Experience certificate must contain date of joining and date of relieving.
 - (f) **Shore and Sailing experience** are to be filled in the prescribed format (Excel Sheet in the landing page of the portal) and upload it in the 'Details of Experience (Other than those filled above)' in the Experience page of the portal.
 - (g) Ph.D. Degree (if applicable)
 - (h) Other documents as applicable as per the Eligibility Criteria.
- "WARNING": CANDIDATES WILL BE SHORT-LISTED FOR FURTHER PROCESS ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE 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 ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED.

11. Candidates must be in sound bodily health. Selected candidates are required to produce medical fitness certificate as per IMU's requirement.
12. If a candidate's application is incomplete in any respect, IMU has the right to call for additional information from the candidate at any time in digital form or as hard copy, if required. If the same are not provided within the time limit prescribed, the candidate's application is liable to be summarily rejected.
13. **MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement/portal. 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.**
14. In case of receipt of large number of applications, 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. **The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.**
15. The invitation of candidates for presentation and/or interview conveys no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Competent Authority of IMU.
16. Applicant shall keep a print out of filled application which shall be produced at the time of selection process.
17. Candidates employed in Government/Semi-Government/Autonomous Bodies/PSUs/Educational Institutions should obtain NOC (in the prescribed format) from the present employer and upload online. However, application without NOC will also be considered provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of Interview.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.

- 19.No TA/DA will be paid either for in-person presentation and/or interview.
- 20.Candidates should physically present for in-person presentation and/or interview. Candidates should bring all the **Original Certificates** and one set of Self- Attested photocopies, including the uploaded documents at the time of in-person presentation and/or interview, if called for.
- 21.In respect of the proof of the required minimum Service Qualification, the candidates shall produce original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relieving/ and latest Pay Certificate] during Interview.
- 22.Notwithstanding the fact that a candidate may have been called for in-person presentation and/or interview, 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.
- 23.**No correspondence** will be entertained from candidates regarding the recruitment process/selection criteria (except Online Application Portal technical issues & payment disputes, if any) or the in-person presentation and/or interview, the reasons for not being called for in-person presentation and/or interview or for not being selected, etc.
- 24.**Canvassing** in any form will disqualify the candidates.
- 25.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.**
- 26.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.
- 27.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.

28. Candidates selected 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.
29. Even if initially appointed to IMU Headquarters or a particular Campus/Schools of IMU, the Professor of Practice (On Contract) shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
30. **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.**
31. The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid any technical error/rush on website on last day.
32. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in
33. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

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REGISTRAR