

GENERAL INSTRUCTIONS TO THE CANDIDATES
Advt. No. IMU-HQ/R/CD/2023/01 dated 12.04.2023

OPENING DATE FOR SUBMISSION OF ONLINE APPLICATION	12.04.2023
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION	At 23.59hrs. on 02.05.2023
Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of application. 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 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 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 cdrecruitment2023@imu.ac.in for Non-Technical Support indicating the problem faced.***
1. The application shall be submitted only through the online mode; candidates applying on Direct Recruitment mode need not send any hard copy/online printed application. Candidates applying on deputation basis are required to submit the online application as advance copy. However, their candidature for interview to the post applied for would be considered only after receipt of the application through proper channel from the parent organization along with the certified copies of ACRs/APARs for the preceding five years, Vigilance Clearance Certificate and disciplinary clearance certificate.
 2. **The interview for the shortlisted candidates is tentatively scheduled in the fourth week of May 2023.**
 3. 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 in the appropriate places
 - (vi) Payment of Application Fee **(Please see Instruction 19 & 20 below)**
 - (vii) Generation of 'Application Preview'
 - Note: Once the payment is made, no further editing on the online application can be done.**
 4. After '**Basic Registration**', use the system-generated **User ID** and **Password** received via SMS and Email for subsequent logins to complete the rest of the Online Application.
 5. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications.
 6. 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) 12th standard certificate or equivalent
- (c) Community certificate in respect of SC/ST/OBC (Non Creamy Layer)/ EWS candidates (If applicable).
- (d) Diploma certificate and mark sheets or grade certificate where applicable.
- (e) U.G degree certificate and mark sheets or grade certificate where applicable
- (f) PG degree certificate and mark sheets or grade certificate where applicable
- (g) Ph. D Certificate where applicable
- (h) Other documents as applicable as per the Eligibility Criteria.
- (i) Except photo and signature, all the documents should be uploaded only in PDF format. Photo and signature are to be uploaded in the format as specified in the application portal.**

"WARNING": THE RELEVANCY OF QUALIFICATIONS AND THE SCREENING OF APPLICATIONS WILL BE DONE BY AN EXPERT SCRUTINY COMMITTEE. CANDIDATES MUST ENSURE THAT ALL THE INFORMATION PROVIDED 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 APPLICATION IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED.

7. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST/OBC-NCL/Ex-Servicemen/PwD as per GOI norms, **if post is reserved for them**. SC/ST/OBC-NCL Candidates have to produce a relevant valid certificate in prescribed proforma.
8. A candidate will be eligible to get the benefit of community reservation only in case the particular community 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. **[If applicable]**
9. Persons with disabilities, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with disabilities can avail benefit of reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PwD candidates. **[If applicable]**
10. 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. Community 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. **[If applicable]**

11.Age Relaxation:

1) In the case of Ex-Servicemen: It is purely for the purpose of Age Relaxation only & not for any other relaxed standard (or) preference in any part of the selection process. The age limit for the post has been given in the advertisement. Age concessions will be admissible as per GoI Rules.

2) In case of PwDs: The relaxed standard (or) preference, if any, shall be as per GoI guidelines issued for the posts reserved for PwDs and as per provisions of the Rights of PwDs Act, 2016.

Age relaxation to Persons with disabilities:

- (i) Age relaxation to persons with disabilities will be given as per GoI Rules. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.
- (ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's O.M. No. 36012/1/2020-Estt.(Res.II) dated 17.05.2022.

12.Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as IMU may require.

13. If a candidate's application is incomplete in any respect or the uploaded document is not legible, his application is liable to be summarily rejected. However, IMU has the right to call for additional information, if needed.

MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post 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.

14.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.

15.The invitation of candidates for 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-in application which shall be produced at the time of selection process.

17.Persons employed in Government/Semi-Government/Autonomous Bodies/ PSUs/Educational Institutions may intimate in writing to their present employer regarding submission/applying for the relevant post at IMU against this advertisement. In case the candidate expects a delay in getting the No Objection Certificate, he may upload an undertaking that he will submit the NOC at the time of the 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. The Application Fee for the Online CRT is Rs.700/- + applicable GST for SC/ST candidates and Rs.1000/- + applicable GST for all others. It is non-refundable.
20. The Application Fee shall be paid only Online.
21. **Shortlisted Candidates will be called for Personal Interview at IMU Headquarters in Chennai.** The interview for the shortlisted candidates is tentatively scheduled in the fourth week of May 2023.
22. No TA/DA will be paid for attending the Personal Interview.
23. Candidates should bring all the **Original Certificates** and one set of Self-Attested photocopies, including the uploaded documents at the time of Personal Interview.
24. 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/ Proof of date of Joining and latest Pay Certificate**] during Interview.
25. 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 from attending the Interview.
26. **No correspondence** will be entertained from candidates regarding the Personal Interview, the reasons for not being called for Interview or for not being selected, etc. (except Online Application Portal technical issues & payment disputes, if any)
27. Internal candidates can apply only under the direct recruitment mode, as per the recruitment rules.
28. **Canvassing** in any form will disqualify the candidates.
29. IMU reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. **The number of positions is thus open to change.**
30. 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.
31. A candidate selected, if already working in Central/State Government/PSUs/Autonomous bodies 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.
32. 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.
33. Even if initially appointed to a particular Campus, the Campus Director shall be liable for transfer to any other Campus or to any equivalent post.
34. **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.**
35. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e., www.imu.edu.in
36. 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.
37. 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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