



INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping,
Government of India),
East Coast Road, Uthandi, Chennai – 600119
<http://www.imu.edu.in>
Tele Fax –(044) 24530878

**APPLICATION FOR THE POST OF
SENIOR TECHNICIAN FOR MACHINE SHOP**

Note: (1) Depending on whether you are applying on Direct Recruitment/Deputation basis, the Application form and the mode of applying are slightly different. Please download the Application form and carefully go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form.

(2) Even though initially appointed to a particular Campus, the employee is liable for transfer to any other Campus of IMU.

Advt. No. IMU-HQ/Workshop-Lab/02/2016 dated 11th February 2016

ON 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
5	a) Date of birth (Day/Month/Year) b) Age as on the last date for receipt of applications by the University	____/____/____ ____ Years ____ Months ____ Days
6	Are you a citizen of India?	Yes / No
7	Community (GEN/SC/ST/OBC)	

11. *Details of Certificates/Testimonials/Commendations/Awards received, if any:*

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12. *Fulfillment of Educational and Service Qualifications:* Please go through the qualifications prescribed for the post in IMU's Recruitment Rules appended to this application form. Self-attested photocopies should be furnished as 'proof' for educational qualifications. For service qualification self-attested photocopies of relevant documents should be furnished as proof.

<p>(i) 3 Year Diploma in Mechanical Engineering/ Production Engineering <i>from an institute approved by the All Indian Council of Technical Education.</i></p> <p>If 'Yes' –</p> <p>Work experience in relevant field:</p> <p>As _____ in _____ (name of Organisation).</p> <p style="text-align: center;">(or)</p> <p>(ii) ITI Trade Certificate under Apprentices Act, 1961 with experience in relevant field.</p> <p>If 'Yes' –</p> <p>Experience as _____ in _____ (name of Organisation).</p>	<p style="text-align: center;">Yes / No</p> <p>Diploma in _____ Name of the Institute _____</p> <p>Total work experience: _____ years _____ months _____ days</p> <p style="text-align: center;">Yes / No</p> <p>Total work experience: _____ years _____ months _____ days</p>
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Note: Strike off whichever is not applicable.

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

1. Self-attested photocopy of 10th standard certificate or equivalent in support of Date of Birth.
2. Self-attested photocopy of Community certificate.
3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/ Awards received, if any.
4. Self-attested photocopies of Educational qualifications.
5. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12.

14. *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.
- (iii) I declare that I have not suffered any punishment so far in my career and that no disciplinary or criminal case is pending against me.
- (iv) I am aware that if any of the particulars furnished or statements made by me in the application 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

The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119

Endorsement from the Present Employer

The application of Mr./Mrs./Ms. _____, submitted for the post of '**Senior Technician for Machine Shop**', in the Indian Maritime University, Chennai is forwarded to *the Registrar, Indian Maritime University, 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 of Rs. _____.

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

Further, it is certified that the applicant has not suffered any punishment and that no disciplinary or criminal case is pending/contemplated against him/her.

(Signature of the forwarding officer with Seal)

Name: _____

Designation: _____

Place: _____

Date: _____

To

The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119

INSTRUCTIONS

1.	The following words: " Application for the post of 'Senior Technician for Machine Shop', Indian Maritime University <u>on Deputation basis</u> " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only in the prescribed format</u> .
3.	Candidates should submit along with the Application all the enclosures prescribed in Item no. 13 or elsewhere. <u>IMU reserves the right to summarily reject any Application incomplete in any respect or does not have one or more of the prescribed enclosures.</u>
4.	The Application on Deputation should be forwarded through the present Employer so as to reach the Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before 5.30 p.m. Friday, 18th March 2016.
5.	If a candidate feels that there may be delay in getting endorsement from his/her Present Employer, he/she may send an advance copy of his/her Application, complete in all other respects, directly to the Registrar on or before 5.30 p.m. Friday, 18th March 2016. IMU will process such applications and even issue notices for Skill Test if the candidates are otherwise eligible. The Application, with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the Skill Test. If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the Skill Test, for whatsoever reasons, he/she will not be permitted to take the test.
6.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
7.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of Skill Test, the reasons for not being called for test or for not being selected, etc.
8.	Canvassing in any form will disqualify the candidates.
9.	The University reserves the right not to appoint anyone for the position advertised.
10.	If any of the particulars furnished or statements made by the candidate are found to be false, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without prior notice.
11.	Recruitment will be done through a Skill Test . There will be no Interview.
12.	The selected candidate will be required to furnish a certificate in the prescribed format from his current employer to the fact that he/she has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him/her.
REGISTRAR INDIAN MARITIME UNIVERSITY	

[N.B The Recruitment Rules given below are only for Reference; not to be submitted along with the Application form].

Recruitment Rules for the post of
Senior Technician for Machine Shop

1	Name of the Post	Senior Technician for Machine Shop
2.	Number of Posts	8
3.	Classification	Group "C"
4.	Scale of Pay	PB1 Rs.5200 – 20200, GP – Rs.2400
5.	Whether selection post or non-selection post	Non-Selection post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : (i) 3-year Diploma in Mechanical Engineering / Production Engineering from an institute approved by the All Indian Council of Technical Education and work experience for a period of 1 year in relevant field (or) (ii) ITI Trade Certificate under Apprentices Act, 1961 with 3 years' experience in relevant field.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?	Age: No Educational & other Qualifications: Yes
9	Period of Probation, if any	Two years
10	Method of recruitment	Direct Recruitment/ Deputation
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Not Applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	The Selection Committee will consist of: i) Registrar as Chairperson ii) Campus Director concerned iii) One subject expert to be nominated by the Vice Chancellor.

13	Mode of selection	Skill Test. (There will be no Interview).
14	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
15	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ Physically handicapped candidates, in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.