



INDIAN MARITIME UNIVERSITY
(A Central University established by an Act of Parliament in 2008),
East Coast Road, Uthandi, CHENNAI – 600119
<http://www.imu.edu.in>
Tele Fax –(044) 24530878

APPLICATION FOR THE POST OF REGISTRAR

Note : 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 relevant Application form and carefully go through the '**Instructions**' and the '**Recruitment Rules**' for this post appended to the Application form.

Advt. No. IMU-HQ/Registrar/2016/02 dated 12th November 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)	

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 Government/ ** Quasi- Govt./ Private	Position held	Date of joining	Date of leaving	Scale of Pay/ Pay Band/ Grade Pay/ Gross Pay

** Public Universities and equivalent Educational Institutions, Government-aided Colleges, Public Sector Undertakings and other such Autonomous organizations will be considered as 'Quasi-Government'.

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 Registrar may be drawn from any of the 5 Categories given below. A given candidate can belong to only one of the 5 Categories. Please go through the qualifications prescribed for the post of REGISTRAR in IMU's Recruitment Rules appended to this application form.

Please tick any **ONE** of these 5 boxes:

Category 1 (Professors or Scientist G)	Category 2 (University Officers)	Category 3 (Major Ports or PSUs)	Category 4 (Mariners)	Category 5 (Group A Officers of Central/ State Govts.)

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.

<u>Category 1 – From Professors or Scientist G</u>	
(in any Central or State University/IIT/NIT/IIM/Research Organisation or equivalent)	
(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) Specify whether Professor or Scientist G	
(iii) Service as Professor / Scientist G	___ years ___ months ___ days
Name of Organisation _____ _____	From _____ to _____
Scale of Pay with Grade Pay	Pay_____ GP_____
<u>Category 2 – From University Officers</u>	
(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) (a) Specify whether you are currently serving as Registrar or Controller of Examinations in any Central or State University/IIT/NIT/IIM.	Serving as _____ in _____
(b) Service as Registrar / Controller of Examinations	___ years ___ months ___ days Pay_____ GP_____
(or)	
(iii) Total administrative experience as Assistant Registrar and Deputy Registrar –	___ years ___ months ___ days
(a) As Assistant Registrar	___ years ___ months ___ days Pay_____ GP_____
(b) As Deputy Registrar	___ years ___ months ___ days Pay_____ GP_____

<u>Category 3 – From Major Ports or PSUs</u>	
(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) Whether working as Head of Department in any Major port (or) (iii) Whether working as Senior Executive (one rank below Board level) in Maharatna and Navaratna category of Public Sector Undertakings (PSUs) (or) (iv) Whether working as Director in Miniratna category of PSUs	Working as _____ _____ in _____ (Name of PSU/Port)
<u>Category 4 – From Mariners</u>	
(i) Master (Foreign Going) / MEO Class I (Motor) Certificate of Competency	Yes / No Yes / No
(ii) Sailing experience at management level within the meaning of STCW convention in force; and	___ years ___ months ___ days
(iii) Experience in Maritime industry in one or more of the following areas:	
(a) Sailing experience at management [beyond the prescribed minimum of two years indicated in (ii) above];	___ years ___ months ___ days
(b) Teaching Nautical Science or Marine Engineering in a recognised maritime institution;	___ years ___ months ___ days
(c) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognised Classification Society;	___ years ___ months ___ days
(d) Technical Superintendent in any reputed Ship-owning or Ship-managing company.	___ years ___ months ___ days

<u>Category 5 – From Group A officers of Central/State Governments</u>	
Whether serving or retired as a Group A officer of Central/ State Governments not below the rank of Additional Secretary in State Governments or Director in Central Government.	If serving Group A Officer, post currently held _____ Department _____ Government _____ If retired Group A Officer, post last held: _____ Department _____ Government _____

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

- a) The following enclosures are common to **all 5 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.
 3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/Awards received and Publication of Books/Journals, if any.
- b) Enclosures applicable to **Category 1 & 2** candidates:
1. Self-attested photocopies of U.G and P.G degree certificates.
 2. Self-attested photocopies of P.G degree mark sheets or grade sheets.
 3. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13.
- c) Enclosures applicable to **Category 3** candidates:
1. Self-attested photocopies of U.G and P.G degree certificates (with mark sheets or grade sheets).
 2. Self-attested photocopy of relevant document as a proof of the candidate belonging to a Major Port/ PSU.
 3. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13.
- d) Enclosures applicable to **Category 4** candidates:
1. Self-attested photocopies of MEO Class I Certificate of Competency/ Master (FG) Certificate of Competency.
 2. Self-attested photocopies of relevant documents as proof of sailing experience at Management level.
 3. Photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 attested by a Notary Public

e) Enclosures applicable to **Category 5** candidates:

1. Self-attested photocopy of relevant document as a proof of the candidate belonging to a Group A Service in Central Government or one of the State Governments.
2. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13.

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.
- (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

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms. _____,
submitted for the post of **Registrar** in the Indian Maritime University 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 REGISTRAR, Indian Maritime University, Chennai on Deputation basis " 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. 14 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 Monday, 26th December 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 so as to reach on or before Monday, 26th December 2016. IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. The Application along with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the interview. If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the interview, for whatever reasons, he/she will not be permitted to take the interview.
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 interview, the reasons for not being called for interview 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.

**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 Registrar of the Indian Maritime University

1.	Name of the post	Registrar
2.	Number of Posts	1
3.	Classification	Group A
4.	Scale of Pay	Pay Band 4 - Rs. 37400-67000 with GP of Rs. 10000
5.	Whether Selection post or non-Selection post	Selection post
6.	Age limit for direct recruitment	Age not more than 55 years. (Relaxable by Vice Chancellor up to 2 years in deserving cases.)
7.	Educational and other qualifications required for direct recruitment for Registrar	<p><u>Category 1: From Professors or Scientist G</u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) At least a Professor or Scientist G in any Central or State University/ IIT/ NIT/IIM/ Research Organisation or equivalent.</p> <p>[OR]</p> <p><u>Category 2: From University Officers</u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) As Registrar or Controller of Examinations in any Central or State University/IIT/NIT/IIM (or) as an officer with at least 15 years' administrative experience in the institutions specified above as Assistant Registrar/Deputy Registrar out of which at least 8 years shall be as Deputy Registrar.</p> <p>[OR]</p> <p><u>Category 3: From Major Ports or PSUs</u></p>

(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;

(b) An officer who is working not below the rank of Head of Department in any Major Port (or) a person working as Senior Executive (one rank below Board level) in Maharatna and Navaratna category of Public Sector Undertakings (PSUs) or as Director in Miniratna category of PSUs.

[OR]

Category 4: From Mariners

(a) Master (Foreign Going) / MEO Class I (Motor) Certificate of Competency;

(b) Sailing experience of minimum of two years at Management level within the meaning of STCW Convention in force; and

(c) A minimum of fifteen years of experience in Maritime industry in one or more of the following areas:

(i) Sailing experience at Management level [beyond the prescribed minimum of two years indicated in (b) above];

(ii) Teaching Nautical Science or Marine Engineering in a recognised maritime institution;

(iii) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society;

(iv) Technical Superintendent in any reputed Ship-owning or Ship-managing company.

[OR]

Category 5: From Group A officers of Central / State Governments

		Serving or retired Group A officer of Central/State Governments not below the rank of Additional Secretary in State Governments or Director in Central Government.
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Deputationists?	<i>Age limit:</i> 57 years. (Relaxable by the Vice Chancellor up to 2 years in deserving cases). <i>Educational qualifications:</i> Yes, except in the case of Category 5.
9.	Period of probation, if any	Two years for Direct Recruitment only.
10.	Method of recruitment.	Direct Recruitment [or] Deputation of a person holding an analogous post on regular basis.
11.	If a Selection Committee exists, what is its composition?	Selection Committee will consist of: (a) The Vice-Chancellor as Chairperson. (b) Two members of the Executive Council nominated by it. (c) One person not in the service of the University nominated by the Executive Council. (d) One person nominated by the Visitor. (e) One person nominated by the Court.
12.	Remarks	1. Appointment to the post of Registrar will be for a tenure of 5 years initially. Eligible for only one extension up to a maximum of 5 years subject to satisfactory performance. 2. Age of superannuation: 62 years for Direct Recruits. For Deputationists, relevant age of the sponsoring department/agency will apply subject to a maximum of 62 years. 3. A relaxation of 5% marks (from 55% to 50%) at the Master's Degree level will be allowed

		<p>for candidates belonging to SC/ST/PwD categories.</p> <ol style="list-style-type: none">4. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.5. IMU's decision as to whether a post is equivalent or not is final.6. If a candidate's experience spans more than one Category/sub-Category, the same will be added to arrive at his eligibility.
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