



**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 ASSISTANT**

**Note:** (1) 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 if initially appointed to IMU Headquarters or a particular Campus, the Senior Assistant shall be liable for transfer to any other Campus/IMU Headquarters.

Ref. No. IMU-HQ/Admn/Vig/2016 dated 5<sup>th</sup> August 2016

**ON DEPUTATION**

Affix recent  
Passport size  
Photograph

1	Name in full (in capital letters)	
2	Father's Name	
3	Sex	Male / Female
4	a) Date of birth (Day/Month/Year) b) Age as on the last date for receipt of applications by the University	____/____/____ ____ Years ____ Months ____ Days
5	Are you a citizen of India?	Yes / No
6	Community (GEN/SC/ST/OBC-Non Creamy Layer/PwD)	
7	a. Permanent address	b. Address for correspondence  Mobile No. _____ Email ID _____

8. *Details of Educational Qualifications:* Please give particulars of all examinations passed and degrees obtained starting with the High School Leaving (10th standard/ Matriculation) Examination.

Sl. No.	Name of the Board/University/ Institution	Examination/ Degree/ Diploma passed with year of passing	Distinction/ Class / Division	Subjects (Please mention field of specialization, honours, etc., where applicable)	Percentage of marks

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

Sl. No.	Organization/ Institution	Position held	Date of joining	Date of leaving	Gross Pay

10. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields. Self-attested photocopies should be furnished as 'proof' for each item.

(i) Whether possessing Bachelor's Degree in from a recognized University. If yes, please specify	Yes/ No  Bachelor's Degree in _____
(ii) Marks or equivalent grade in Bachelor's Degree	_____ Percent/ Grade
(iii) (a) Are you holding an <u>analogous</u> post? If 'Yes', indicate the name of the post with Pay Band and Grade Pay  (or) (b) Service on regular basis as <u>Assistant or equivalent</u> in the Pay Band of Rs.5200-20200 with Grade Pay of Rs.2400 in the Finance & Account wing in any Central/ State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.	Yes / No _____ _____  _____ years _____ months _____ days
(iv) Working knowledge of Information, Communication & Technology	Yes/ No

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

1. Self-attested photocopy of 10<sup>th</sup> 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 U.G and P.G degree certificates.
5. Self-attested photocopies of U.G degree mark sheets or grade sheets.
6. Self-attested photocopies of relevant documents as proof of Service Qualifications claimed in Item no. 9 & No.10(iii).

12. *DECLARATION*

- (i) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (ii) 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.
- (iii) 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 Assistant** 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: " <b>Application for the post of Senior Assistant, Indian Maritime University on Deputation basis</b> " 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. 11 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.	<b>The Application on Deputation should be forwarded through the present Employer</b> so as to reach the Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 <b>on or before Monday 19<sup>th</sup> September 2016.</b>
5.	If a candidate applying on deputation feels that there may be delay in getting endorsement from his Present Employer, <b>he/she may send an advance copy of his/her Application, complete in all other respects, directly so as to reach the Registrar on or before Monday 19<sup>th</sup> September 2016.</b> IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. <b>The Application, with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the interview.</b> If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the interview, for whatsoever 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.
<b>REGISTRAR INDIAN MARITIME UNIVERSITY</b>	

[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 Assistant**

1	Name of the Post	Senior Assistant
2.	Number of Posts	21
3	Classification	Ministerial Post, Group 'C'
4	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200.
5	Whether selection post or non-selection post	Non-Selection Post
6	Age limit	<p><b>Promotion:</b> Age: No</p> <p><b>Deputation:</b> Age: Not more than 40 years.</p> <p><b>Absorption:</b> Age: Not more than 43 years. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)</p>
7	Whether educational qualifications and experience prescribed for Promotees/ Deputationists/Absorption?	<p><b>Promotion:</b> <i>Essential:-</i> A Bachelor's Degree. <i>Service Qualification:-</i> From Assistants or equivalent with at least 5 years of regular service. <i>Desirable:-</i> Working knowledge of Information &amp; Communication Technology.</p> <p><b>Deputation:</b> A person holding analogous post on regular basis (or) at least 5 years' experience as Assistant or equivalent post working in the Pay Band of Rs.5200-20200 with a Grade Pay of Rs.2400 in any Central/State University or autonomous educational/research institution, Central/State Government or Government undertaking, Port Trust, etc.</p> <p><b>Absorption:</b> A Deputationist who has worked as Senior Assistant satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization.</p>

		<p>The same educational qualification as in the case of Promotees shall apply for Deputation/Absorption.</p> <p>The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.</p>
8	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By Promotion, failing which by Deputation/Absorption.
9	If a Departmental Promotion Committee / Recruitment Committee exist, what is its composition?	<p>(i) Registrar as Chairperson.</p> <p>(ii) Two nominees of the Vice Chancellor.</p>
10	Remarks	<p>Age of superannuation: 60 years.</p> <p>For Deputationists, relevant age of the Sponsoring Department/Agency will apply subject to a maximum of 60 years.</p>