



INDIAN MARITIME UNIVERSITY

(A Central University under the Union Ministry of Shipping)

East Coast Road, Uthandi, Chennai – 600119

Ref: No.IMU/HQ/EST/RETD.PS-PA/2015

07th August 2015

ENGAGEMENT OF RETIRED PRIVATE SECRETARIES/PERSONAL ASSISTANTS

ON CONTRACT BASIS

Indian Maritime University proposes to engage *on contract basis* retired Private Secretaries/Personal Assistants with good knowledge of typing and shorthand and with working knowledge of computers and the Internet.

Number required: 5 [To serve as PS/PA to Registrar, Controller of Examinations, Finance Officer, etc].

Place of posting: IMU Headquarters, Uthandi, East Coast Road, Chennai.

Preference will be given to retired Private Secretaries/Personal Assistants from Central Government/State Governments/Central Universities/State Universities/Autonomous Institutes like IITs/NITs etc/Port Trusts/Public Sector Undertakings.

Age Limit – 65 years. May be relaxed in deserving cases.

Consolidated Remuneration: Rs.35,000/- per month for those who retired as Private Secretaries. Rs.30,000/- per month for those who retired as Personal Assistants. **Higher remuneration can be considered in deserving cases.**

Interested candidates should apply with a detailed Resume/Curriculum Vitae covering their date of birth, qualifications, experience, date of retirement, last pay drawn, testimonials and awards if any, contact address with email/cell number, etc.

The applications should reach “The Deputy Registrar (Administration), Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119” on or before Monday 24th August 2015.

REGISTRAR