



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 ASSISTANT ENGINEER
(CIVIL / ELECTRICAL) ON DEPUTATION BASIS**

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

Advt. No. IMU-HQ/AE/2016 dated 01-03-2016

ASSISTANT ENGINEER	<input type="checkbox"/> Civil <input type="checkbox"/> Electrical
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Affix recent
Passport size
Photograph

[Please tick (✓) the relevant box]

Indicate your order of preference for place of posting among Mumbai, Kolkata, and Chennai Campuses of Indian Maritime University.	1. _____ 2. _____ 3. _____
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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

**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, if any:*

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

(i) B.E. / B. Tech or Diploma in Engineering	(Civil / Electrical) (Civil / Electrical)
(ii) Service as Assistant Engineer (Civil/ Electrical) on regular basis	___ years ___ months ___ days Pay Band _____ Grade Pay _____
(iii) Service as Junior Engineer (Civil/ Electrical) on regular basis	___ years ___ months ___ days Pay Band _____ Grade Pay _____
(iv) Working knowledge of Information, Communication & Technology	Yes/ No

Note: Strike off whichever is not applicable.

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

1. Self-attested photocopies 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 Diploma, U.G and P.G degree certificates.
6. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12(ii) & (iii).

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 **Assistant Engineer (Civil/ Electrical)** 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 Assistant Engineer (Civil/ Electrical), Indian Maritime University on Deputation basis " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only</u> in the prescribed format.
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 15th April, 2016.
5.	If a candidate applying on Deputation feels that there may be delay in getting endorsement from his Present Employer, 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 15th April, 2016. IMU will process such applications and even issue notices for interview 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 interview. 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.
11.	Recruitment will be done through a Personal 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 ASSISTANT ENGINEER

1.	Name of the Post	Assistant Engineer (Civil/Electrical)
2.	Number of Posts	10
3.	Classification	Group "A"
4.	Scale of Pay	Rs.15600-39100, with Grade Pay of Rs.5400
5.	Whether selection post or non-selection post	Non Selection Post
6.	Age limit for direct recruits	Maximum 40 years (Relaxable upto 2 years by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	B.E/B.Tech. in Civil Engineering/Electrical Engineering with 5 years' regular service in construction and maintenance of buildings and roads/Electrical works.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Age not applicable.
9.	Period of Probation, if any	Two years for direct recruits
10.	Method of recruitment	Deputation/Absorption/Direct Recruitment.
11.	In case of recruitments by promotion/ deputation/ absorption, grades from which promotion/deputation/absorption to be made.	Deputation: Engineers from Central/State Government Departments/Organisations, Autonomous Bodies and Public Sector Undertakings, possessing a degree in Civil Engineering or Electrical Engineering as applicable with a minimum of 5 years' regular service as Assistant Engineer [or] a Diploma in Civil Engineering or Electrical Engineering as applicable with a minimum of 10 years' regular service as Junior Engineer.

		<p><u>Absorption:</u> A Deputationist possessing a Degree in Civil Engineering or Electrical Engineering as applicable and who has worked as Assistant Engineer (Civil)/ Assistant Engineer (Electrical) satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization and his suitability for absorption being assessed by the Selection Committee.</p>
12	If a Departmental Promotion Committee/ Recruitment Committee exist, what is its composition?	<p>The Selection Committee will consist of:</p> <ul style="list-style-type: none"> (i) Vice Chancellor as Chairperson (ii) Registrar (iii) Campus Director concerned (iv) One nominee of the Vice Chancellor not below the rank of Superintending Engineer in the CPWD/ State Public Works Department.
13	Remarks	-