



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

**APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN**

Note: (1) Depending on whether you are applying on Direct Recruitment/Deputation/ Promotion 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.

(2) Even if initially appointed to IMU Headquarters or a particular Campus, the Assistant Librarian shall be liable for transfer to any other Campus/IMU Headquarters.

Advt. No. IMU-HQ/Asst. Librarian/2016 dated 17<sup>th</sup> February 2016

**ON PROMOTION**

Affix recent  
passport size  
Photograph

Indicate your order of preference for place of initial posting in <b>IMU Mumbai Campus</b> <b>IMU Chennai Campus</b> <b>IMU Kolkata Campus</b>	1. _____ 2. _____ 3. _____	
1	<i>Name in full (in capital letters)</i>	
2	<i>Father's Name</i>	
3	<i>Marital Status</i>	Married / Unmarried
4	<i>Sex</i>	Male / Female
5	<i>a) Date of birth (Day/Month/Year)</i> _____/_____/_____	
	<i>b) Age as on the last date for receipt of applications by the University</i> _____ Years ____ Months ____ Days	
6	<i>Are you a citizen of India?</i>	Yes / No
7	<i>Community (GEN/SC/ST/OBC)</i>	



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 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 of Assistant Librarian 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) Marks or Equivalent Grade in Post Graduate Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree.</p> <p>Knowledge of Computerisation of Library</p>	<p style="text-align: center;">_____ Percent/ Grade</p> <p>PG Degree in _____</p> <p>Name of University _____</p> <p style="text-align: center;">Yes/ No</p>
<p>(ii) Whether qualified in the National Eligibility Test (NET) conducted by the UGC or any other agency approved by UGC.</p> <p>Candidates who have been awarded Ph.D in Library Science/ Information Science/ Documentation Science are exempted from the requirement of minimum eligibility condition of NET</p>	<p style="text-align: center;">Yes/ No</p> <p>Please specify _____</p> <p style="text-align: center;">or</p> <p>Whether having PhD - Yes/ No</p> <p>PhD in _____</p>
<p>(iii) Experience as Library Assistant Pay Band of Rs.9300-34800 with Grade Pay Rs.4200 in Central/State Universities, Autonomous Educational/ Research Institution, Central/ State Government or Government Undertakings, Port Trust etc.</p>	<p>Experience as _____</p> <p style="text-align: center;">_____ years _____ months _____ days</p> <p>Pay Band _____ GP _____</p> <p>Name of Institution _____</p> <p>_____</p>
<p>(iv) Experience of working in any Library Automation Software</p>	<p style="text-align: center;">Yes/ No</p> <p>Give details: _____</p> <p>_____</p>

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

- a) Self-attested photocopy of 10<sup>th</sup> Standard certificate or equivalent in support of Date of Birth.
- b) Self-attested photocopy of Community certificate.
- c) Self-attested photocopies of Testimonials/Commendations/Awards received, if any.
- d) Self-attested photocopies of U.G and P.G Degree.
- e) Self-attested photocopies of P.G Degree mark sheets or grade sheets.
- f) Self-attested photocopies of NET certificate.
- g) Self-attested photocopies of PhD Degree.
- h) Self-attested photocopies of relevant documents [Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/ Proof of date of Joining and latest Pay Certificate] as **proof of the required minimum Service Qualification** claimed in Item no. 12(iii)/12(iv) of this Application Form.

**Endorsement from the Campus Director**

The application of Mr./Mrs./Ms. \_\_\_\_\_, submitted for the post of **Assistant Librarian** in the Indian Maritime University, Chennai is forwarded to *the Registrar, Indian Maritime University, Chennai, India*. He/ She is working in IMU \_\_\_\_\_ Campus 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

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

## **INSTRUCTIONS**

1.	The following words: " <b>Application for the post of Assistant Librarian, Indian Maritime University on Promotion 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. 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.	<b>The Application on Promotion basis should be sent DIRECTLY to the Registrar</b> , Indian Maritime University, East Coast Road, Uthandi, Chennai 600119 <b>so as to reach on or before 5.30 p.m. Friday 1<sup>st</sup> April, 2016.</b> The candidate should however <u>mark a copy of his Application</u> to the Head of the Department or Campus Director or the relevant superior officer as the case may be for information.
5.	In the case of Applications on Promotion basis, apart from the interview the candidates' Annual Confidential Reports/Performance Assessment Reports for the past 5 years, Vigilance or disciplinary records if any, will also be taken into consideration. (The Registrar shall furnish a note to the Selection Committee in this regard).
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 ASSISTANT LIBRARIAN

1	Name of the Post	Assistant Librarian
2	Number of Posts	6
3	Classification	Academic Post, Group "A"
4	Scale of Pay	<p>PB3 - Rs.15600 – 39100 GP – Rs.6000.</p> <p>Shall be eligible for the AGP of Rs.7,000 after the completion of 6 years as Assistant Librarian, subject to satisfactory performance.</p> <p>Shall be eligible for the AGP of Rs.8,000 after completing 5 years of service at AGP of Rs.7,000 subject to satisfactory performance.</p>
5	Whether selection post or non-selection post	By Selection in case of Promotion
6	Age limit for direct recruits	Age: Not more than 40 years (Relaxable up to 2 years by Vice Chancellor in deserving cases)
7	Educational and other qualifications required for direct recruits	<p>(i) A Post-Graduate Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or equivalent grade) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the National Eligibility Test (NET) in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates who have been awarded Ph.D. in Library Science/ Information Science/ Documentation Science shall be exempted from the requirement of minimum eligibility condition of NET ; and</p> <p>(iii) At least 3 years of experience as Library Assistant or higher in any University/ recognised college or a reputed Public Library.</p> <p>(iv) Experience of working in any Library Automation Software.</p>
8	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotion/Deputation/Absorption	<p><b>Promotion:</b></p> <p>Age: No</p> <p>Educational &amp; other Qualifications: Yes</p> <p><b>Deputation:</b></p> <p>Age: Not more than 45 years</p> <p>Educational &amp; other Qualifications: Yes</p> <p><b>Absorption:</b></p> <p>Age: Not more than 50 years</p> <p>Educational &amp; other Qualifications: Yes</p>

9	Period of Probation, if any	Two years for Direct Recruits
10	Method of recruitment.	Direct Recruitment / Promotion/Deputation/ Absorption. Recruitment will be done through Personal Interview.
11	In case of recruitments by promotion, grade from which promotion / deputation / absorption to be made	<p><b>Promotion:</b> From Library Assistant fulfilling the educational qualifications with at least 10 years of regular service in IMU.</p> <p><b>Deputation:</b> A person holding analogous post on regular basis (or) at least 10 years' experience as Library Assistant in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4200 in a 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 Assistant Librarian satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization.</p>
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	(i) The Vice Chancellor as Chairperson. (ii) Pro-Vice Chancellor. (iii) One nominee of the Executive Council. (iv) Two external subject experts nominated by the Vice Chancellor.
13	Age of superannuation	60 years. For Deputationist, the relevant age of the sponsoring department/ agency will apply.
14	Remarks	(a) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Government of India from time to time. (b) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.