



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
DIRECTOR, IMU KOLKATA CAMPUS**

Note: (1) 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.

(2) Even though initially appointed to a particular Campus, the Director shall be liable for transfer to any other Campus and to any equivalent post in IMU Headquarters.

Advt. No.IMU/HQ/Director-Kolkata/2016 dated 6th July, 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)	

8	<i>a. Permanent address</i>	<i>b. Address for correspondence</i> Mobile No. _____ Email ID _____
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9 *Details of Educational Qualifications:* Please give particulars of all examinations passed and Degrees obtained starting with the High School Leaving (10th standard/Matriculation) Examination.

[illegible]

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:*

12. *Category:* Candidates for the post of Campus Director may be drawn from any of the 4 Categories given below. A given candidate can belong to only one of the 4 Categories. Please go through the qualifications prescribed for the post of Campus Director in IMU's Recruitment Rules appended to this application form.

Please tick any **ONE** of these 4 boxes:

Category 1 (Mariners)	Category 2 (Professors or Scientists G)	Category 3 (Naval/ Coast Guard Officers)	Category 4 (Officers from Major Ports or Public Sector Undertakings)

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 in respect of Category 1.

Category 1 - Mariners	
(i) Master (Foreign Going) Certificate of Competency/	Yes/ No
MEO Class I (Motor) Certificate of Competency/	Yes/ No
Extra Master Certificate of Competency/	Yes/No
Extra First Class Certificate of Competency/	Yes/No
PGDMOM	Yes/No
(ii) Sailing experience at Management level within the meaning of STCW Convention in force	___ years ___ months ___ days
(iii) Ph.D Degree in relevant discipline offered by IMU or by any University recognised by IMU	Yes/No University Name_____ _____ Discipline_____
(iv) Experience in Maritime industry in the following areas:	
(a) Sailing experience at Management level [beyond the prescribed minimum of 6 months indicated at (ii) above]	___ years ___ months ___ days
(b) teaching Nautical Science or Marine Engineering in a recognized maritime institution	___ years ___ months ___ days
(c) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society.	___ years ___ months ___ days
(d) Technical Superintendent in any reputed Ship-owning or Ship managing company	___ years ___ months ___ days
Total Experience in Maritime Industry	___ years ___ months ___ days

(v) Evidence of published work as books and/ or research/ policy papers in refereed journals

Category 2 – Professors or Scientist G

(i) Marks or equivalent grade in Master's Degree in an Engineering discipline from any recognized university.

_____ Percent/ Grade

Discipline _____

(ii) Ph.D Degree

Yes/ No

Discipline _____

(iii) Professor or Scientist in any Central or State University/ IIT/ NIT/ Research Organisation or equivalent

Professor/ Scientist G

Name of Organisation

(iv) Evidence of published work as books and/ or research/ policy papers in refereed journals

(iv) Guidance of students at P.G. or Ph.D level

Category 3 – Naval/Coast Guard Officers

(i) Serving or retired Naval officer of the rank of Commodore or above (or) equivalent rank in Coast Guard

Rank: _____

Navy/ Coast Guard

(ii) Experience in Navigation branch/ Marine Engineering branch/ Naval Architecture branch.

Yes/ No

Branch _____

____ years ____ months ____ days

<p><u>Category 4–Officers from Major Ports or PSUs</u></p> <p>(i) Marks or equivalent grade in Master’s Degree in an Engineering discipline from any recognized university.</p>	<p>_____ Percent/ Grade</p> <p>Discipline _____</p>
<p>(ii) Ph.D Degree</p>	<p>Yes/ No</p> <p>Discipline _____</p>
<p>(iii) Whether working in any Major Port as –</p> <p>(a) Traffic Manager</p> <p>(b) Chief Engineer</p> <p>(c) Chief Mechanical Engineer</p> <p>(d) Deputy Conservator</p> <p>(or)</p> <p>(iv) Whether working in a Maritime related Sector as -</p> <p>(a) Senior Executive (one rank below Board level) in Maharatna and Navaratna category of Public Sector Undertakings (PSUs) or</p> <p>(b) Director in Miniratna category of PSUs</p>	<p>Yes/ No</p> <p>Working as _____</p> <p>_____</p> <p>Yes/ No</p> <p>Working as _____</p> <p>_____</p> <p>Yes/ No</p> <p>Working as _____</p> <p>_____</p>

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

- a) The following enclosures are common to **all 4 categories** of candidates:
 - 1. Self-attested photocopies of 10th standard certificate or equivalent in support of Date of Birth.
 - 2. Self-attested photocopies 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** candidates (Mariners):
 - 1. Self-attested photocopies of Master (FG) / MEO Class I (Motor) Certificate of Competency/.
 - 2. Self-attested photocopies of relevant documents as proof of sailing experience at Management level.
 - 3. Self-attested photocopy of Extra Master/ Extra First Class Certificate of Competency/ PGDMOM where applicable.
 - 4. **Certificate of Service Qualification and Sailing experience duly attested by a Notary Public and self-attested photocopies of relevant documents.**
- c) Enclosures applicable to **Category 2** candidates (Professors/Scientists G):
 - 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 copy of Ph.D. certificate.
 - 4. **Proof of Service Qualification duly supported by self-attested photocopies of relevant documents.**
- d) Enclosures applicable to **Category 3** candidates (Naval/Coast Guard Officers):
 - 1. **Certificate of Service Qualification issued by the concerned organisation and supported by self-attested photocopies of relevant documents.**
- e) Enclosures applicable to **Category 4** candidates (Officers from Major Ports and PSUs):
 - 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 copy of Ph.D. certificate.
 - 4. **Proof of Service Qualification supported by self-attested photocopies of relevant documents.**

16. *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 Dr./Mr./Mrs./Ms. _____,
submitted for the post of **Campus Director** 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 Director, Indian Maritime University Kolkata Campus 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. 15 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, 22nd August 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, 22nd August 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 CAMPUS DIRECTOR OF THE INDIAN MARITIME UNIVERSITY

1.	Name of Post	Campus Director
2.	Number of posts	6
3.	Classification	Class I service
4.	Scale of Pay	Pay Band 4 Rs.37400- 67000 with AGP Rs.10,000
5.	Whether selection post or non-selection post	Not applicable.
6.	Age limit for direct recruitment	Not exceeding 60 years. (Relaxable up to 2 years by the Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment	<p><u>Category I – From Mariners</u></p> <p>(a) Master (Foreign Going) / MEO Class I (Motor) Certificate of Competency with a minimum Sailing experience of six months at Management level within the meaning of STCW convention in force; and</p> <p>(b) A Ph.D. Degree in relevant discipline offered by IMU or by any University recognised by IMU.</p> <p>Provided that for recruitments made till 31.12.2017, the Extra Master/ Extra First Class Certificate of Competency/PGDMOM obtained <i>prior to 1.1.2014</i> shall be treated as equivalent to Ph.D for recruitment purposes only; and</p> <p>(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</p>

		<p>minimum of six months indicated in (a) above],</p> <p>(ii) Teaching Nautical Science or Marine Engineering in a recognised maritime institution,</p> <p>(iii) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society.</p> <p>(iv) Technical Superintendent in any reputed Ship-owning or Ship-managing company.</p> <p>Desirable:</p> <p>Evidence of published work as books and/or research/policy papers in refereed journals.</p> <p>[OR]</p> <p><u>Category II – From Professors or Scientists G</u></p> <p>(a) Ph.D degree with at least 55% marks in Master’s degree in an Engineering discipline from any recognized university; and</p> <p>(b) At least a Professor or Scientist G in any Central or State University/ IIT/NIT/ Research Organisation or equivalent.</p> <p><u>Desirable:</u></p> <p>(i) Evidence of published work as books and/or research/policy papers in refereed journals.</p> <p>(ii) Guidance of students at P.G or Ph.D level.</p> <p>[OR]</p>
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		<p><u>Category III – From Naval Officers</u></p> <p>A serving or retired Naval officer of the rank of Commodore or above (or) equivalent rank in Coast Guard with experience in Navigation branch / Marine Engineering branch / Naval Architecture branch.</p> <p>[OR]</p> <p><u>Category IV - From Major Ports or PSUs</u></p> <p>(a) At least 55% marks in Master's degree in an <i>Engineering discipline</i> from any recognized university; and</p> <p>(b) An officer who is working as Traffic Manager or Chief Engineer or Chief mechanical Engineer or Deputy Conservator in any Major Port (or) a person working in a Maritime related sector 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.</p>
8.	Whether age and educational qualifications prescribed in case of promotees.	Not applicable.
9.	Period of probation, if any.	One year for direct recruits.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	<p>By Deputation / Direct Recruitment</p> <p>If by Deputation, the candidate must be in a position to complete at least one full term of 3 years before his superannuation in his parent department/agency.</p>

11.	In case of promotion, grade from which to be made	Not applicable.
12.	If a Selection Committee exists, what is its composition?	<p>Selection Committee will consist of:</p> <ul style="list-style-type: none"> i) The Vice-Chancellor as Chairperson. ii) Two Experts as recommended by the Executive Council. iii) One Nominee of the Vice Chancellor.
13.	Remarks	<ol style="list-style-type: none"> 1. Appointment to the post of Campus Director will be made for a tenure of 3 years initially. 2. Eligible for 2 extensions up to 3 years at a time subject to satisfactory performance. 3. Even though a Campus Director may be initially appointed to a particular Campus, he shall be liable for transfer to any other Campus within India, and to any equivalent post in IMU Headquarters. 4. If an employee of an erstwhile legacy institute is appointed as Campus Director, the relevant age of superannuation will apply. 5. In case of deputationists, the age of superannuation in the relevant parent organization will apply. 6. For direct recruits to IMU, the age of superannuation shall be sixty five years. 7. The tenure of appointment indicated in (1) and (2) above will be subject to the age of superannuation specified in (4) to (6) above. 8. Sailing experience is to be reckoned from the entries related to sign-on and sign-off from on-board ships as mentioned in the Continuous Discharge Certificate of the prospective candidate.

		<p>9. IMU's decision as to -</p> <p>(i) whether the Ph.D is in the relevant discipline, and</p> <p>(ii) whether the experience put in a Ship-owning or Ship-managing company or a maritime training institute should be counted or not,</p> <p>(iii) whether the publications in refereed journals should be accepted and what weightage should be given to them, shall be final.</p> <p>10. The time taken for obtaining full-time Ph.D degree will not be counted for the qualifying service.</p> <p>11. In respect of eligible candidates who are residing outside India, IMU reserves the right to conduct the interview through Video Conferencing.</p> <p>12. The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/ Physically Handicapped candidates in accordance with the orders issued by the Govt. of India from time to time.</p> <p>13. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>
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REGISTRAR
INDIAN MARITIME UNIVERSITY