



**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 FIRE FIGHTING HELPER**

*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 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 employee is liable for transfer to any other Campus of IMU.*

Advt. No. IMU-HQ/Academic Support Staff/2016 dated 08-02-2016

**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)<br>b) Age as on the last date for receipt of applications by the University | ____/____/____<br>____ 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/<br>Institution | Whether<br>Government/<br>** Quasi-<br>Govt./<br>Private | Position<br>held | Date of<br>joining | Date of<br>leaving | Scale of<br>Pay/ Pay<br>Band/<br>Grade<br>Pay |
|---------|------------------------------|--|------------------|--------------------|--------------------|---|
|         |                              |  |                  |                    |                    |   |
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|         |                              |  |                  |                    |                    |   |

\*\*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 Service Qualifications:* Please fill the relevant fields.  
For service qualification self-attested photocopies of relevant documents should be furnished as proof.

|  |                                 |
|--|---------------------------------|
| Service as Seaman from Merchant Navy/<br>Indian Navy/ Coast Guard. | _____ years ___ months ___ days |
| Whether retired: Yes/ No   | Branch _____                    |
| Date of Retirement _____   | Post held _____                 |
|  | Pay Band _____                  |
|  | Pay _____ Grade Pay _____       |

*Note: Strike off whichever is not applicable.*

13. 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 Educational qualifications.
5. Self-attested Photocopies of Physical Fitness Certificate as per Sl.No.14 of the Recruitment Rules for the post.
6. Self-attested photocopies of relevant documents as proof of Service Qualifications claimed in Item no. 12.

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 **Fire Fighting Helper** 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 Fire Fighting Helper, 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. 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 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 5.30 p.m. Friday, 11<sup>th</sup> March 2016.</b>  |
| 5.  | If a candidate feels that there may be delay in getting endorsement from his/her Present Employer, <b>he/she may send an advance copy of his/her Application, complete in all other respects, directly to the Registrar on or before 5.30 p.m. Friday, 11<sup>th</sup> March 2016.</b> IMU will process such applications and even issue notices for Skill Test 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 Skill Test.</b> If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the Skill Test, for whatsoever reasons, he/she will not be permitted to take the test. |
| 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 Skill Test, the reasons for not being called for test 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 <b>Skill Test</b> . There will be no 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.  |
| <b>REGISTRAR<br/>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 Fire Fighting Helper**

|    |  |   |
|----|--|---|
| 1  | Name of the Post   | Fire Fighting Helper  |
| 2. | Number of Posts  | 2   |
| 3. | Classification   | Group "C"   |
| 4. | Scale of Pay   | PB1 Rs.5200 – 20200, GP –Rs.1900  |
| 5. | Whether selection post or non-selection post   | Non-Selection post  |
| 6. | Age limit for direct recruits  | Not exceeding 45 years for serving /retired personnel of Indian Navy/ Coast Guard. (Relaxable by the Vice Chancellor by 2 years in deserving cases).                        |
| 7. | Educational and other qualifications required for direct recruits  | <b>Essential:</b><br>Seaman from Merchant Navy/ Indian Navy/ Coast Guard.   |
| 8. | Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Deputationists?           | Age: Yes<br>Educational & other Qualifications: Not applicable  |
| 9  | Period of Probation, if any  | Two years   |
| 10 | Method of recruitment  | Direct Recruitment/ Deputation  |
| 11 | In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made | Not Applicable  |
| 12 | If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?                                      | The Selection Committee will consist of:<br>i) Registrar as Chairperson<br>ii) Campus Director concerned<br>iii) One subject expert to be nominated by the Vice Chancellor. |



|    |                       |   |
|----|-----------------------|---|
| 13 | Mode of selection     | Skill test. (There will be no interview).   |
| 14 | Physical Fitness      | <p>The candidate must be physically fit and should meet the medical requirements of the Indian Maritime University. There should not be any degree of squint or any morbid condition of eyes or of the eyelids that is liable to aggravate or recur, pressure of trachoma and iris complication sequela. Candidates must possess good binocular vision (Fusion faculty and full field of vision in both eyes). Movement of the eyeballs must be full in all directions. The vision should be 6/6 (normal) in each eye separately. Glasses may be allowed but eye sight in each eye beyond plus/minus 2.5 will be rejected. Unaided vision should be 6/12 in both eyes minimum or 6/9 in the good eye and 6/12 in the other eye minimum. Defective colour vision tested by ISHIARA test chart is a disqualification.</p> |
| 15 | Age of superannuation | 60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.  |
| 16 | Remarks               | <p>(i) 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>(ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p>  |