



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
HOSTEL WARDEN (ON CONTRACT)
IN INDIAN MARITIME UNIVERSITY COCHIN CAMPUS**

Advt. No. IMU/Hostel Warden/Cochin/2016 dated 29th June, 2016

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) | |

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 |
|---------|---------------------------|---|---------------|-----------------|-----------------|-----------------------------------|
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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 a certificate signed by a Notary Public supported by self-attested photocopies of relevant documents should be furnished as proof.

| | |
|---|---|
| (i) Service as Petty Officer in Seaman branch in Indian Navy/ Coast Guard [or] | ____ years ____ months ____ days Pay Band _____ Grade Pay _____ |
| (ii) Service as Havildar in Indian Army [or] | ____ years ____ months ____ days Pay Band _____ Grade Pay _____ |
| (iii) Service as Sergeant in Indian Air Force | ____ years ____ months ____ days Pay Band _____ Grade Pay _____ |

Note: Strike off whichever is not applicable.

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

1. Self-attested photocopy 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 Educational qualifications.
6. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12 attested by a Notary Public

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

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| 1. | The following words: " Application for the post of Hostel Warden (on Contract basis) in IMU Cochin Campus " 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. | The Application need NOT be forwarded through the present Employer but can be sent DIRECTLY so as to reach "The Director, Indian Maritime University, Cochin Campus, NH 47A, Near Alexander Parampithara Bridge, South End Reclamation Area, Matsyapuri P.O., Willingdon Island, Kochi - 682 029" on or before Friday, 15th July, 2016. |
| 5. | The photocopies of relevant documents as proof of Service Qualifications claimed in <u>Item no. 12</u> should be attested by a Notary Public . <u>IMU reserves the right to summarily reject any Application that has not been so attested.</u> |
| 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 the Skill 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 Skill Test. |

REGISTRAR
INDIAN MARITIME UNIVERSITY