



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

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 Hostel Warden is liable for transfer to any other Campus of IMU.

Advt. No. IMU-HQ/Hostel Warden/2015-16/02 dated 11th October, 2015

ON DEPUTATION BASIS

Affix recent
Passport size
Photograph

Indicate your order of preference for place of posting between Kolkata & Mumbai Campus of IMU.

1. _____
2. _____

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:*

--

12. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields. 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.

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 **Hostel Warden** 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 Hostel Warden, Indian Maritime University <u>on Deputation basis</u> " 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 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 Friday 13th November, 2015.
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 13th November, 2015. 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.

**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 Hostel Warden

1	Name of the Post	Hostel Warden
2.	Number of Posts	12
3.	Classification	Group C
4.	Scale of Pay	PB1 – Rs.5200-20200 GP –Rs.2800
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/Indian Army/ Indian Air Force. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential : (1)Petty Officer in Seaman branch from Indian Navy/ Coast Guard [or] (2) Havildar from Indian Army [or] (3) Sergeant in Indian Air force.
8.	Whether Age and other qualifications prescribed for direct recruits will apply in the case Deputationists?	Age: Yes Other Qualifications: Yes
9	Period of Probation, if any	Two years for Direct Recruits.
10	Method of recruitment	By Direct Recruitment / Deputation / Absorption
11	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	Deputation: A person holding an analogous post on regular basis. Absorption: A deputationist who has worked as Warden satisfactorily in IMU subject to concurrence from his parent organization and assessment of suitability by the Selection Committee.

12	Composition of Selection Committee	The Selection Committee will consist of: (i) Registrar as Chairperson. (ii) Campus Director concerned. (iii) One nominee of the Vice Chancellor.
13	Age of superannuation	60 years. For Deputationists, the relevant age of the sponsoring department/agency will apply.
14	Remarks	(i) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC in accordance with the orders issued by the Govt. of India from time to time. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.