



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 LIBRARY ASSISTANT

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 if initially appointed to IMU Headquarters or a particular Campus, the Library Assistant shall be liable for transfer to any other Campus/IMU Headquarters.

Advt. No. IMU-HQ/Asst. Lib/2015-16 dated 05-02-2016

ON DIRECT RECRUITMENT

Indicate your order of preference for place of initial posting in IMU Chennai, Mumbai, Kolkata, Cochin, Visakhapatnam Campuses	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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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

**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 Library Assistant in IMU's Recruitment Rules appended to this application form. 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

<p>(i) Marks or Equivalent Grade in Bachelor's Degree in Library Science and Information Science.</p>	<p style="text-align: center;">_____ Percent/ Grade</p> <p>Degree in _____</p> <p>Name of University _____</p> <p>_____</p>
<p>(ii) Experience as Library Assistant or equivalent in a University/ College Library</p> <p style="text-align: center;">Total Experience</p> <p style="text-align: center;">Name of University/ College</p>	<p style="text-align: center;">Yes / No</p> <p>Post held _____</p> <p style="text-align: center;">_____ years _____ months _____ days</p> <p>_____</p>

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

- a) Self-attested photocopy of 10th 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 Degree.
- e) Self-attested photocopies of U.G Degree mark sheets or grade sheets.
- f) 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(ii) of this Application Form.
- g) Where a candidate has worked **in multiple organizations for the required minimum Service Qualification** claimed in Item no. 12(ii) of this Application Form, proof of the Service Qualification should be furnished in the form of a **certificate** containing the details of the organisations worked, in a tabular format (enclosed), together with dates of joining and relief, etc. **signed by a Notary Public.** However, the supporting documents in original should be produced for verification at the time of Practical Test, if called for.

FORMAT FOR
DECLARATION OF MINIMUM SERVICE QUALIFICATION

[N.B This Declaration should be signed by the candidate and got attested by a Notary Public]

I _____ son/ daughter of _____
hereby solemnly declare that I have worked in Organisations/ Institutions as per details
given below:

Sl. No.	Organization/ Institution Name	Whether worked in (i) University Library (ii) College Library <i>(Specify)</i>	Position held	Date of joining	Date of leaving	Last drawn monthly Pay – Pay Band with GP

Date:

Place:

Signature of the Candidate

Attested by

Signature of Notary Public

with Seal

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: " Application for the post of Library Assistant, Indian Maritime University on Direct Recruitment 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. 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 Direct Recruitment basis need NOT be forwarded through the present Employer but can be sent DIRECTLY so as to reach the Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before 5.30 p.m. Tuesday, 22nd March 2016.
5.	In the case of Applications on Direct Recruitment basis, the photocopies of relevant documents as proof of Service Qualifications claimed in <u>Item no. 12 (ii)</u> should be attested by a Notary Public as stated in Item 13 (f) & (g) of this Application. <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 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 .
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.
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 Library Assistant

1	Name of the Post	Library Assistant
2.	Number of Posts	12
3.	Classification	Group B
4.	Scale of Pay	PB 2 Rs.9300 – 34800 GP –Rs.4200
5.	Whether selection post or non-selection post	Non-Selection Post
6.	Age limit for direct recruits	Not exceeding 35 years. (Relaxable by the Vice Chancellor by 2 years in deserving cases).
7.	Educational and other qualifications required for direct recruits	Essential: 1. A Bachelor's degree in Library and Information Science with at least 55% marks or its equivalent grade. 2. Two years' experience as Library Assistant or equivalent in a University/College library.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of promotes/deputationists.	Deputation: Age: Yes. Educational and other qualifications: Yes. Promotion: Not applicable.
9	Period of Probation, if any	Two years for Direct Recruits
10	Method of recruitment, whether by direct recruitment or promotion and percentage of the vacancies to be filled by various methods.	By Direct Recruitment / Deputation Selection of candidates will be done through a Skill Test. (There will be no Interview).
11	In case of recruitments by promotion, grade from which promotion to be made	Not Applicable
12	Composition of Selection Committee/ Departmental Promotion Committee.	The Selection Committee will consist of: i. Registrar as Chair person ii. Two nominees of the Vice Chancellor as Members

13	Age of superannuation	60 years.
14	Remarks	(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. (ii) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.