



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 DEPUTY FINANCE OFFICER

Note: (1) Depending on whether you are applying on Direct Recruitment/Deputation/ Promotion 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 Deputy Finance Officer shall be liable for transfer to any other Campus/IMU Headquarters.

Advt. No. IMU-HQ/DFO/2015-16 dated 21st October 2015

ON DIRECT RECRUITMENT

Affix recent
passport size
Photograph

Indicate your order of preference for place of initial posting between IMU Mumbai Campus & IMU Headquarters, Chennai.	1. _____ 2. _____
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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 Deputy Finance Officer 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

(i) Marks or Grade in Master of Commerce (or) C.A./ I.C.W.A.	_____ Percent/ Grade Yes/ No
Category-1 (ii) Experience in Finance and Accounts in Grade Pay Rs.5400/ Rs.6600 (or equivalent) in Central/State Universities, Autonomous Educational Institutions, Port Trusts, Public Sector Undertakings, Central/ State Government Departments/ Agencies	___ years ___ months ___ days
Category-2 (iii) Post qualification experience in Finance and Accounts as a <i>practising</i> Chartered/Cost Accountant OR In a senior position as _____ in _____ (name the company)	___ years ___ months ___ days ___ years ___ months ___ days
(iv) Working knowledge of Computers	Yes/ No

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 and P.G Degree/CA/ICWA certificates.
- e) Self-attested photocopies of P.G Degree/CA/ICWA 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)/12(iii) 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)/12(iii) 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 Interview, 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 of _____ hereby solemnly declare that I have worked in Organisations/ Company as per details given below:

Sl. No.	Organization/ Company Name	Whether worked in (i) Central/State Universities (ii) Autonomous Educational Institutes (iii) Port Trusts (iv) Central/ State Govt. Departments/ Agencies (v) Company (Specify)	Position held	Whether experience in Finance & Accounts (Yes/ No)	Date of joining	Date of leaving	Last drawn monthly Pay – Pay Band with GP

or

I have post-qualification experience in Finance and Accounts as a practising Chartered/ Cost Accountant for _____ years.

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 Deputy Finance Officer, 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 Friday 04 December, 2015.
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) / 12(iii)</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 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.	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 DEPUTY FINANCE OFFICER

1.	Name of Post	Deputy Finance Officer
2.	Number of posts	As per University requirement
3.	Classification	Group A
4.	Scale of Pay	On initial appointment, pay shall be fixed in the Pay Band Rs. 15600-39100 with GP of Rs. 7600. After completing 5 years of service in this Pay Band, he/she will move to the higher Pay Band of Rs.37400-67000 with GP of Rs 8700 but shall continue to be designated as Deputy Finance Officer.
5.	Whether selection post or non selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruitment	Age not more than 55 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Deputy Finance Officer	<p>Essential:</p> <p>a) At least 55% marks (or its equivalent grade) in Master of Commerce (or) C.A/I.C.W.A &</p> <p>b) At least 5 years' experience in finance and accounts in Grade Pay Rs.5,400/Rs.6,600 (or equivalent) in Central/State Universities, Autonomous Educational Institutes, Port Trusts, Public Sector Undertakings, Central/State Government Departments/ Agencies.</p> <p>[OR]</p> <p>At least 8 years' post-qualification experience in finance and accounts (i) as a practising chartered/cost accountant or (ii) in a senior position in any reputed company.</p> <p>Desirable:</p> <p>Working knowledge of computers.</p> <p>The Executive Council reserves the right to relax the service qualifications if fully eligible candidates are not available to fill up the vacancies.</p>

8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists?	<p>Promotion: Age – No. Educational qualifications: Yes.</p> <p>Deputation: Age – 57 years. Educational qualifications: Yes. However, the qualifications will not apply to Group A officers of Central/State Government who have at least 7 years' experience of working in the fields of Finance/Accounting/Budgeting.</p>
9.	Period of probation, if any	Two years for direct recruitment only.
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.	Promotion/Deputation/Direct Recruitment.
11.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/ Selection committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson. ii) One member of the Executive Council. iii) One nominee of the Executive Council. iv) One officer nominated by the Vice Chancellor.</p>
12.	Remarks	<p>Age of superannuation: 60 years for direct recruits and promotees. For deputationists, relevant age of the sponsoring department/agency will apply.</p>