



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 PROMOTION

Affix recent
passport size
Photograph

Indicate your order of preference
for place of initial posting between
**IMU Mumbai Campus &
IMU Headquarters, Chennai**

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 |
|---------|---------------------------|---|---------------|-----------------|-----------------|-----------------------------------|
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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 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 each item.

| | |
|---|-------------------------------------|
| (i) Marks or Grade in Master of Commerce (or) C.A./ I.C.W.A. | _____ Percent/ Grade Yes/ No |
| (ii) Experience in Finance and Accounts in Grade Pay Rs.5400/ Rs.6600 (or equivalent) in IMU | ___ years ___ months ___ days |
| (iii) Working knowledge of Computers | Yes/ No |

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

The following enclosures are common to both categories of candidates:

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 of Commendations/Awards received, if any.
4. Self-attested photocopies of UG and PG Degree/CA/ICWA certificates.
5. Self-attested photocopies of PG Degree/CA/ICWA mark sheets or grade sheets.
6. Photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12 (ii).

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 Campus Director

The application of Mr./Mrs./Ms. _____, submitted for the post of **Deputy Finance Officer** in the Indian Maritime University, Chennai is forwarded to *the Registrar, Indian Maritime University, Chennai, India*. He/ She is working in IMU _____ Campus 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

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| 1. | The following words: " Application for the post of Deputy Finance Officer, Indian Maritime University on Promotion 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 Promotion basis should be sent DIRECTLY to the Registrar , Indian Maritime University, East Coast Road, Uthandi, Chennai 600119 so as to reach on or before Friday 04 December, 2015. The candidate should however <u>mark a copy of his Application</u> to the Head of the Department or Campus Director or the relevant superior officer as the case may be for information. |
| 5. | In the case of Applications on Promotion basis, apart from the interview the candidates' Annual Confidential Reports/Performance Assessment Reports for the past 5 years, Vigilance or disciplinary records if any, will also be taken into consideration. (The Registrar shall furnish a note to the Selection Committee in this regard). |
| 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. |
| 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

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| 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 with &</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> |

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| 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> <ul style="list-style-type: none"> 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. |
| 12. | Remarks | <p>Age of superannuation: 60 years for direct recruits and promotees.</p> <p>For deputationists, relevant age of the sponsoring department/agency will apply.</p> |