

GENERAL INSTRUCTIONS TO THE CANDIDATES

Advt. No. IMU-HQ/R/NT/2023/02 dated 29.12.2023

[Deputation/Direct Recruitment – Campus Director (OBC-NCL) Backlog]

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| OPENING DATE FOR ONLINE APPLICATION | 29.12.2023 |
| CLOSING DATE FOR ONLINE APPLICATION | At 23:59 Hrs. on 29.01.2024 (including payment of fees) |
| LAST DATE FOR RECEIPT OF HARD COPY OF THE APPLICATION (08 Copies) | 05.02.2024 |
| Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of online application. The candidates are advised to fill in all their particulars in the application carefully as submission of wrong information may lead to rejection at any stage of selection process. | |

- *The candidates should go through all instructions, and recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions*
 - *The candidate shall be solely responsible for any loss or hardship caused to him due to his/her non-adherence to these instructions*
 - *The candidate is requested to visit IMU's website periodically to keep track of new announcements and changes if any.*
 - ***For support, please send an email to cdrecruitment2023@imu.ac.in indicating the problem faced.***
1. Candidates are required to apply online through Samarth Portal **imunt.samarth.edu.in**. Candidates are advised to read the detailed advertisement carefully before filling out an application.
 2. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications (**29.01.2024**).
 3. Candidates shall upload self-attested photocopies of the following documents at the time of Online Registration:
 - a. 10th standard certificate or equivalent in support of Name and Date of Birth.
 - b. 12th standard certificate or equivalent (If applicable).
 - c. OBC (Non Creamy Layer) Certificate from the competent authority in the prescribed proforma, as explained in para 7 below.
 - d. Diploma certificate and mark sheets or grade sheets where applicable.
 - e. U.G degree certificate and mark sheets or grade sheets where applicable
 - f. PG degree certificate and mark sheets or grade sheets where applicable
 - g. Ph. D Certificate where applicable
 - h. MEO Class-I Certificate of Competency as per Recruitment Rules, if applicable
 - i. Sailing Experience as per Recruitment Rules, if applicable.

- j. NOC from the present employer, if applicable.
- k. Certificate/document issued from the competent authority in support of age relaxation, if applicable. (NOC / Ex-servicemen discharge certificate)
- l. **Candidates applying under Mariner Category are requested to fill out their sailing and shore experience in the prescribed format in chronological order duly signed and then convert the same to PDF format. Further, the candidates are requested to merge the above document with the relevant CDC copies and upload it while filling out the online application form.**
- m. Other documents as applicable as per the Eligibility Criteria.
- n. Except photo and signature, all the documents should be uploaded only in PDF format. Photo and signature are to be uploaded in the format as specified in the application portal.

“WARNING”: THE RELEVANCY OF QUALIFICATIONS AND THE SCREENING OF APPLICATIONS WILL BE DONE BY AN EXPERT SCRUTINY COMMITTEE. CANDIDATES MUST ENSURE THAT ALL THE INFORMATION PROVIDED IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATION IS FOUND TO BE FALSE, THEIR CANDIDATURE IS LIABLE TO BE REJECTED.

- 4. The age limit shown against the position is the normal age limit. As the post is reserved for OBC-NCL category, age is relaxable for OBC-NCL category as per GoI norms. The OBC-NCL Candidates have to produce a relevant valid certificate in prescribed proforma. Age relaxation is applicable for Ex-Servicemen/PwD as per GoI norms.
- 5. A candidate will be eligible to get the benefit of community reservation only in case the particular community to which the candidates belongs is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General/EWS category but subsequently writes to IMU to change his/her category, such request shall not be entertained by the IMU.
- 6. Persons with disabilities, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such posts by a general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with disabilities can avail the benefit of reservation and other Concessions & Relaxations as permissible under the rules only when the degree of physical disability is 40% or more and the posts are reserved for PwD candidates.
- 7. Candidates claiming benefit of OBC Category should ensure that they belong to OBC Category as per the notification of the Central Government meant for appointment to the posts under the Government of India (and not as per the notification of the State Government) and **DO NOT belong to the creamy layer**. If any candidate qualifies for interview, he/she will have to produce the valid OBC certificate as per the format

(Annexure 1) along with the undertaking in the proforma given at **Annexure 2** as and when asked for. The certificate in any other proforma will not be accepted in any case. In case the candidate fails to submit the certificate in the proforma (Annexure 1) from the Competent Authority, his/her candidature for the post will be summarily rejected and no correspondence will be entertained in this regard.

8. **Age Relaxation:**

- a. In the case of Ex-Servicemen: Relaxation is applicable for age only; not intended for relaxation of any other standards (or) for preference in any part of the selection process. The age limit for the post has been given in the recruitment rules. Age concessions will be admissible as per GoI Rules.
- b. In case of PwDs:
 - i. Age relaxation to persons with disabilities will be given as per GoI guidelines issued for the posts reserved for PwDs and as per provisions of the Rights of PwDs Act, 2016.
 - ii. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.
 - iii. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's O.M. No. 36012/1/2020-Estt. (Res.II) dated 17.05.2022.

9. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority **as IMU may require**.
10. Candidates are advised to submit the online application and hard copy with all supporting documents well in advance without waiting till last date, to avoid any other unforeseen problems. The University will not be held responsible for any delay in receipt of application at IMU after the due date at any stage.
11. The prescribed qualification and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. IMU's decision will be final on determining the minimum number of applications required for screening and minimum number of candidates for Interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by the duly constituted Screening Committee and approved by the Competent Authority based on prescribed norms of the University.
12. The list of shortlisted and not shortlisted candidates will be displayed on the website. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier or by email. The number of candidates to be called for interview will be as per the decision of the University.

13. The University reserves the right to fill or not to fill any vacancy.
14. **Canvassing** in any form on behalf of any candidate will disqualify the candidature.
15. Candidates employed in Government/Semi-Government/Autonomous Bodies/ PSUs/ Educational Institutions may intimate in writing to their present employer regarding submission/applying for the relevant post at IMU against this advertisement. In case the candidate expects a delay in getting the No Objection Certificate, he may upload an undertaking that he will submit the NOC at the time of the interview. If any candidate fails to submit the NOC at the time of interview, his candidature will not be considered for further selection process.
16. Experience, qualifications and eligibility will be reckoned as on the last day of submission of online application (i.e. **29.01.2024**).
17. Incomplete applications in any respect at any stage will summarily be rejected. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. Qualification obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.
18. Candidates who have been awarded Ph.D. from foreign Universities should enclose **"Equivalence Certificate"** issued by **Association of Indian Universities, New Delhi**, without which their candidature will not be considered and application will summarily be rejected.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
20. The Application Fee is Rs.1000/- + applicable GST for OBC-NCL candidates. It is **non-refundable**. Women and PwD candidates are exempted from payment of application fees as per the GoI norms.
21. The Application Fee shall be paid through online mode only.
22. Candidates serving in private institutions are not eligible for pay protection, in case of their selection and joining.
23. Shortlisted Candidates will be called for further selection process at IMU Headquarters in Chennai. **The interview for the shortlisted candidates is tentatively scheduled in the last week of March, 2024.**
24. No TA/DA will be paid for attending the Personal Interview.
25. Candidates should bring all the Original Certificates and one set of Self- Attested photocopies, including the uploaded documents at the time of Personal Interview
26. In respect of the proof of the required minimum Service Qualification, the candidates shall produce original copies of the relevant documents [such as **Service Certificate issued by**

the Employer/Proof of date of Joining and date of Relieving/ Proof of date of Joining and latest Pay Certificate] during Interview.

27. If any discrepancies or false claims are detected in the documents uploaded at the time of the Online Registration and/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification, IMU reserves the right to disqualify the candidate from attending the Interview.
28. **No correspondence** will be entertained from candidates regarding the Personal Interview, the reasons for not being called for Interview or for not being selected, etc. (except Online Application Portal technical issues and payment disputes, if any).
29. IMU reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. **The number of positions is thus open to change.**
30. If any of the particulars furnished or statements made by the candidate are found to be false/wrong/incorrect, his/her appointment (if selected) is liable to be terminated summarily by IMU without prior notice, at any stage.
31. A candidate selected, if already working in Central/State Government/ PSUs/Autonomous bodies or its Department/Agencies will be required to furnish a certificate in the prescribed format from his current employer at the time of acceptance of offer of appointment to the effect that he has not suffered **any punishment and that no disciplinary or criminal case is pending or contemplated against him**. If he fails to produce the above Certificate within the prescribed time, his **offer of appointment shall be treated as withdrawn**.
32. Candidates selected under direct recruitment will be covered under the New Pension Scheme only. IMU is not covered under old Pension Scheme. Hence, transfer of service benefits from existing organization to IMU is not possible. Also, No TTA and other joining allowances claims are admitted.
33. Even if initially appointed to a particular Campus, the candidate is liable for transfer to any other Campus or to any equivalent post.
34. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through candidate's registered email only.
35. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in.
36. **The internal candidates should apply under the Direct Recruitment mode only. The applications of internal candidates applying under Deputation is liable to be rejected summarily.**
37. For discrepancies, if any, in the Advertisement published in Hindi in Employment News-Hindi, the English version of the Advertisement published in Employment News Weekly (English) and on IMU's website will prevail.

38. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.
39. After submitting the online application, candidates are requested to download the application in PDF format and send the same along with all supporting documents as per the following:
- a. Application and scanned copy of all supporting documents (both in PDF format) are to be sent to the email id: cdrecruitment2023@imu.ac.in, immediately upon submission of online application.
 - b. **08 copies** of printout of the online application along with all supporting documents be sent to the following address on or before **05.02.2024**:
To
The Registrar
Indian Maritime University
Semmencherry, Sholinganallur Post
Chennai-600119
40. The following words: "Application for the post of Campus Director (OBC-NCL - Backlog), Indian Maritime University, on Deputation/Direct Recruitment basis" shall be super scribed on the envelope without fail.

Registrar

OBC Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of Shri / Smt.* _____ of Village/Town* _____ District/Division* _____ in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE

(IN ADDITION TO THE COMMUNITY CERTIFICATE)

I, _____ Son/Daughter of Shri
_____ resident of village/town/city

District _____ State _____
_____ hereby declare that I belong to the
_____ community which is recognized as

a backward class by the Government of India for the purpose of reservation in Service admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08th September, 1993. I also declare that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08th September, 1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/1/2013-Estt. (Res.) dated 14th September, 2017.

Signature of Candidates:

Full Name:

Correspondence Address:

Place:

E-Mail:

Mobile No:

Date: