

GENERAL INSTRUCTIONS TO THE CANDIDATES

Advt. No. IMU-HQ/R/T/2023/02 dated 20.08.2023

OPENING DATE FOR ONLINE APPLICATION	20.08.2023
CLOSING DATE FOR ONLINE APPLICATION	At 17:00 hrs. on 19.09.2023 (Including payment of fees)
LAST DATE FOR RECEIPT OF HARD COPY (8 sets) OF THE APPLICATION AT IMU HQ.	25.09.2023
<u>THE CRUCIAL DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION.</u> 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 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 facultyrecruitment2023@imu.ac.in indicating the problem faced.***

1. Candidates are required to apply online through the Samarth Portal "imurec.samarth.edu.in" only.

2. There are 10 steps in the online application process:

- i. Basic Registration
- ii. General
- iii. Education
- iv. Experience
- v. Research
- vi. Additional Info
- vii. Declaration
- viii. Uploads
- ix. Preview

- x. Submission/Payment of Application fees (Please see Instructions at Sl. No. 22 & 23 below)

“Note: Once the payment is made, no further editing in the online application is permitted.”

3. At the time of submission of application, the candidate has to choose the appropriate category/ categories (as applicable) before making the payment.
4. On successful login, candidates shall exercise their options under the ‘Post and Discipline Section,’ as per the following table to proceed further with their application:

<i>To apply for the Post of</i>	<i>Option to be chosen under the field - ‘Post’</i>	<i>Option to be chosen under the field - ‘School and Discipline’</i>
Professor (Marine Engineering)	Professor	School Of Marine Engineering and Technology
Professor (Logistics and Supply Chain Management/ Port and Shipping Management)	Professor	Logistics and Supply Chain Management/ Port and Shipping Management
Professor (Economics/ Finance & Accounting)	Professor	Economics/ Finance & Accounting

5. The candidates are required to fill-in “Additional info” tab by clicking “Edit Details” option. Non- compliance of the same may lead to rejection of the application.
6. Candidates shall upload self-attested photocopies of the following documents at the time of online Registration: -
- 10th standard certificate or equivalent in support of Date of Birth.
 - 12th standard certificate or equivalent (If applicable).
 - Community/ category certificate in respect of SC/ST/OBC (Non-Creamy Layer)/ EWS candidates (If applicable).
 - Diploma certificate and mark sheets or grade certificate, if applicable.
 - U.G degree certificate and mark sheets or grade certificate, if

applicable

- f. PG degree certificate and mark sheets or grade certificate, if applicable
- g. Ph. D Certificate, if applicable
- h. **Candidates applying for the post of Professor (Mariner Engineering) under Mariner Category (Category I) 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.**
- i. Other documents as applicable as per the Eligibility Criteria.
- j. Photograph, Signature, and other documents 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 BY THEM ARE 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 WILL BE LIABLE TO BE REJECTED.

- 7. Persons with disabilities, can apply to the respective posts even if the post is not reserved for them. These applications will be considered under General category / other categories as applicable. 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. **[If applicable]**
- 8. The age limit shown against all positions is the normal age limit and the age is relaxable for SC/ST/OBC-NCL as per GoI norms, if the post is reserved for them. Candidates seeking reservation benefits available for SC/ST/OBC-NCL/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of requisite valid certificates as prescribed by GoI in support of their claim at the time of application, and shall invariably be in the prescribed proforma from the Competent Authority

indicating the candidate's caste/category, the Act/Order under which it is recognised, and the village/town of the candidate's domicile. **[If applicable]**. Age relaxation is applicable for Ex-Servicemen/ PwD as per Government of India norms.

9. A candidate will be eligible to get the benefit of community reservation only in case the particular community to which the candidates belong 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. **[If applicable]**
10. 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.
11. Candidates are advised to submit the online application without waiting for the last date. **Hard copies (8 sets) with all supporting documents** should reach IMU before the last date. The University will not be held responsible for any Postal delay.
12. If a candidate's application is incomplete in any respect or the uploaded document is not legible, his/her application is liable to be summarily rejected. However, IMU reserves the right to call for additional information, if needs be.
13. The prescribed qualification and experience are the minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called 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.
14. The list of shortlisted candidates will be published on the website. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post/ Registered Post/ Courier or by email. The number of candidates to be called for interview will be at the sole discretion of the University.
15. The number of posts indicated in this advertisement is tentative. The

University reserves the right to fill any consequential vacancies, and /or to increase/decrease the number of posts and make appointments accordingly, or not to fill any vacancy. The number of positions is thus open to change.

16. Canvassing in any form on behalf of any candidate will disqualify candidature.
17. Selection will be made on the basis of candidate's academic record, teaching & research experience, and their performance in the interview. The University may utilize seminar/colloquium/demo lecture and/or any other modes as a method of selection.
18. 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 (NOC), he may upload an undertaking that he will submit the NOC at the time of the interview.
19. **Experience, qualifications, and eligibility will be reckoned as on the last day of submission of online application (i.e., 19.09.2023). The Candidates are informed to fill in all the particulars in the online application. Any claim received in this regard after due date will not be considered.**
20. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and their application will summarily be rejected.
21. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
22. The Application Fee is Rs.700/- + applicable GST for SC/ST candidates and
Rs.1000/- + applicable GST for all others. Application fee is non-refundable. Exempted for PwD / Women as per the GoI norms.
23. The Application Fee shall be paid only through online mode.
24. Candidates serving in private institutions are not eligible for pay protection, in case of their selection and joining.

25. Separate payment and filled in application form along with enclosures have to be submitted for each post in every department viz. Professor (Marine Engineering) in SMET, Professor (Economics/Finance & Accounting) in SMM, and Professor (Logistics & Supply Chain Management/ Port & Shipping Management) in SMM.
26. No TA/DA will be paid for attending the Personal Interview.
27. Candidates should bring all the **“Original Certificates and one set of Self- Attested photocopies”**, including the uploaded documents, at the time of Personal Interview.
28. 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 and latest Pay Certificate] during Interview.
29. 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.
30. 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 & payment disputes, if any).
31. Candidates selected under direct recruitment will be covered under the New Pension Scheme only. IMU is not covered by old Pension Scheme. Hence, transfer of service benefits from existing organization to IMU is not permitted. Also, No TTA and other joining allowances claims are admitted.
32. Even if initially appointed to a particular Campus, the faculty shall be liable for transfer to any other Campus or to any equivalent post.
33. Candidates should provide the complete addresses of references to whom this University can make a reference at any time during the

selection process. These references should be from the subject / area of specialization. If the candidate is employed, one of the references must be his immediate Supervisory Officer / HoD.

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 English version shall always prevail in case of any discrepancy or inconsistency between English version and Hindi version of the Advertisement published in the Employment News.
37. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

38. 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: facultyrecruitment2023@imu.ac.in, immediately upon submission of online application.
 - b. Printout of the online application and along with all supporting documents (**8 sets - Hard copies**) are to be sent to the following address **on or before 25.09.2023**, without fail:

To

The Registrar
Indian Maritime University
Semmencherry
Sholinganallur Post
Chennai – 600 119.

39. The following words: "Application for the post of _____,

Indian Maritime University, on Direct Recruitment basis, Advt No.IMU-HQ/R/T/2023/02" shall be superscribed on the envelope without fail.

Sd/-
Registrar