

Indian Maritime University

(A central University under the Ministry of Ports, Shipping and Waterways,
Government of India)

Established by an Act of Parliament in 2008

Eligibility criteria- Assistant (on contract): -

Essential Qualification & Experience details	Essential: - <ol style="list-style-type: none">1. Educational Qualification: - A Bachelor's Degree from a recognized University with a minimum of 50% of marks or its equivalent grade. Desirable: - <ol style="list-style-type: none">1. Previous experience having worked in Ministry / Higher Educational Institutions / Indian Maritime University.2. Working knowledge of Information & Communication Technology.
Age	Not more than 35 years (as on 25.03.2024)
Consolidated Remuneration	Rs. 35,000 to 40,000 per month (Remuneration will be fixed based on the experience)
Responsibilities	<ul style="list-style-type: none">• To coordinate between Indian Maritime University and Ministry of Ports Shipping and Waterways officials.• To assist the officials on the Ministry in day to day activities pertaining to IMU.• Any other work assigned by the University.
Period of Contract	<ul style="list-style-type: none">• Initially for a period up to 6 months.• Extendable based on the satisfactory performance & needs of the University.
Selection Procedure	<ul style="list-style-type: none">• Only shortlisted candidates will be intimated through email to attend the interview.• Suitable Methodology will be adopted by IMU for the selection.
Note: <ol style="list-style-type: none">1. Applications will be accepted in ONLINE mode only through IMU Website. No other mode of application will be accepted.2. The Last date of submitting online application is <u>25.03.2024 (05.00 PM)</u>. Only shortlisted candidates will be called to attend the interview. Interview is scheduled on 28.03.2024 at 09:00 AM at Room No.104, Indian Ports Association, 19, Institutional Area, B P Marg, Lodi Road, New Delhi - 110003. (Land Mark: Adjacent to Sai Baba Mandir at Lodi Road).	

3. Candidates should bring all original certificates/testimonials and one set of self-attested copies of certificates regarding educational qualifications and professional experience and detailed CV/Resume for document verification at the time of Interview.
4. Any change /revision /updation with respect to Interview will be published on IMU Website. Interested candidates are requested to visit IMU website from time to time in this regard.
5. No TA/DA will be paid to the candidates to attend the Interview.
6. **Place of Work:** O/o The Under Secretary, Ministry of Ports Shipping and Waterways, New Delhi – 110001.

Other Terms and conditions: -

1. The engagement is **purely on temporary basis** and will not confer any right for regular appointment.
2. The contract will be initially for a period of six months which may be extended by Competent Authority subject to the satisfactory performance and requirement of the University.
3. The contract may be terminated by giving one month's notice by either side.
4. He / She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.
5. Remuneration will be paid on consolidated basis monthly and no other allowances are applicable.

REGISTRAR