



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)  
CHENNAI CAMPUS

Advt.No.IMU/CC/EST/Engage/AR(A&P)/Contract/2023

Date:11/10/2023

Indian Maritime University, Chennai Campus invites applications for the post of  
**Assistant Registrar (Administration & Purchase) on Contract**

**Eligibility Details**

<b>Age</b>	Not more than 57 years
<b>Minimum Qualification</b>	<ul style="list-style-type: none"><li>• Master's degree from a recognized University with at least 55% marks or its equivalent grade with a good academic record.</li><li>• University functioning with Experience to handle HR related matters</li><li>• Should know Government of India guidelines, rules, and regulations, ability to handle service matters, and good knowledge in Administration and purchase through GeM.</li><li>• At least three years of relevant administrative experience office in Human Resources Management/Procurement from any of the following:<ul style="list-style-type: none"><li>• (a) Central or State Universities or Research Institutions; (b) Central or State Government departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertaking; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies.</li></ul></li><li>• Good Knowledge of Information, Communication &amp; Technology</li></ul>
<b>Consolidated Remuneration</b>	Salary shall be commensurate with the experience and other criteria.
<b>Period of Contract</b>	Initially for a period of 6 months and extendable based on performance and requirement.
<b>Date and venue of Interview</b>	Will be intimated through mail to qualified candidates after proper screening of applications.
<b>Last Date for submission of CV through e-mail</b>	On or Before 5:00 PM, 25.10.2023 to dradmin.chennai@imu.ac.in

Candidates should bring all original certificates/testimonials and a set of self-attested copies of all relevant documents at the time of the interview.

- IMU has the right to postpone or cancel the Interview for any reason whatsoever.
- IMU has the right to extend the days for interviews for any reason whatsoever.
- No TA/DA will be paid to the candidates to attend the Interview.

**DEPUTY REGISTRAR (ADMIN)**