

GENERAL INSTRUCTIONS TO THE CANDIDATES
Advt. No. IMU-HQ/R/NT/2023/02 dated 29.12.2023
[Deputation / Direct Recruitment – Finance Officer]

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 ntrecruitment2023@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 Date of Birth.
 - b. 12th standard certificate or equivalent (If applicable).
 - c. Diploma certificate and mark sheets or grade sheets where applicable.
 - d. U.G degree certificate and mark sheets or grade sheets where applicable
 - e. PG degree certificate and mark sheets or grade certificate where applicable
 - f. Ph. D Certificate where applicable
 - g. Other documents as applicable as per the Eligibility Criteria.
 - h. 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. Age relaxation is applicable for Ex-Servicemen/PwD as per GoI norms.
5. Persons with disabilities, **(except for Category D [Autism, intellectual disability, specific learning disability and mental illness], for the post of Finance Officer)** can apply to the respective post 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.
6. **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.
7. 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**.
8. 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.

9. 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.
10. The list of shortlisted and not shortlisted candidates will be displayed in 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.
11. The University reserves the right to fill or not to fill any vacancy.
12. **Canvassing** in any form on behalf of any candidate will disqualify the candidature.
13. 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.
14. Experience, qualifications and eligibility will be reckoned as on the last day of submission of online application (i.e. **29.01.2024**).
15. 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 posts. Qualification obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.
16. Candidates who have been awarded Ph.D. from foreign Universities, if any 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.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
18. The Application Fee is Rs.1000/- + applicable GST. It is **non-refundable**. Women and PwD candidates are exempted from payment of application fees as per the GoI norms.

19. The Application Fee shall be paid through online mode only.
20. Candidates serving in private institutions are not eligible for pay protection, in case of their selection and joining.
21. 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.**
22. No TA/DA will be paid for attending the Personal Interview.
23. Candidates should bring all the Original Certificates and one set of Self- Attested photocopies, including the uploaded documents at the time of Personal Interview.
24. 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.
25. 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.
26. **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).
27. 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.
28. 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**.
29. 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.
30. Even if initially appointed to a particular Campus/Headquarters, the candidate is liable for transfer to any other Campus or to any equivalent post.

31. 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.
32. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in.
33. **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.**
34. 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.
35. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.
36. 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: ntrecruitment2023@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
37. The following words: "Application for the post of Finance Officer, Indian Maritime University, on Deputation / Direct Recruitment basis" shall be super scribed on the envelope without fail.

Registrar