



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

Advt.No.IMU/CC/EST/ AR/2024

Date: 10.11.2024

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

Eligibility Details

Age	Age not more than 60 years
Minimum Qualification	<ul style="list-style-type: none">• Master's degree from a recognized University with at least 55% marks or its equivalent grade with a good academic record.• Should know the Government of India's Administrative & Purchase Procedures, rules, and regulations, and ability to purchase through GeM. Desirable: (a)Relevant experience in the Procurement from any of the following: 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; (b)Good Knowledge of Information, Communication & Technology.
Consolidated Remuneration	Rs.50000 - Rs.70000 Per Month. It shall be commensurate with the Qualification and experience.
Period of Contract	Initially for 6 months and extendable based on performance and requirement.
Date and venue of Interview	Shortlisted Candidates will be intimated through an email.
Last Date for submission of CV through e-mail	On or Before 1.12.2024 at 21:59 Hrs - contractengagement.cc@imu.ac.in

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

- During submission of application, Copies of Certificates need to be attached for Sl.No.4,5,6 as mentioned in the Format of Curriculum Vitae.
- IMU CC has the right to reject any or all applications.
- IMU CC has the right to postpone or cancel the Interview for any reason whatsoever.
- IMU CC has the right to extend the days for interviews for any reason whatsoever.
- No TA/DA will be paid to the candidates to attend Interview.
- Reporting time: 9.30 AM on the day of the interview.

-S/d-

DEPUTY REGISTRAR (ADMIN)