Instructions to the Candidates
Walk-in Drive for the posts of
Assistant Registrar (Finance) [on contract]
(Refer Advt. No. IMU-HQ/R/Contract/2025/03 dated 05.09.2025)

Opening date for the submission of online application	05.09.2025
Closing date for the submission of online application	14.09.2025
Date of Original Certificate Verification [Tentative]	18.09.2025 [09:30 AM to 10:00 AM]
Date of Interview [Tentative]	18.09.2025 [10:00 AM]

1. Applications will be accepted in ONLINE mode only through IMU Website. No other mode of application will be accepted.
2. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications (i.e. 14.09.2025).
3. Before filling in the application form, the candidates must ensure that they fulfil all the eligibility criteria with respect to age, educational qualification, etc. as on 14.09.2025
4. The Last date of submitting online application is 14.09.2025. Only shortlisted candidates will be called for interview. Interview is tentatively scheduled on 18.09.2025 @ 10:00 AM for the posts of Assistant Registrar (Finance) [on contract] at IMU-Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai - 600119.
5. 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.
6. 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.
7. Candidates who have registered through IMU website on or before the above-mentioned date and got short-listed only be allowed to attend the selection process, if eligible.
8. No TA/DA will be paid to the candidates to attend Interview.
9. IMU reserves the right to restrict the number of candidates to be called for interview in case of receipt of large number of applications.
10. Note: Candidates must ensure that information provided by them is true. If at any subsequent stage, any information given by them or any claim made by them in their applications is found to be false, their candidature will be liable to be rejected and penal action will be initiated.

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 or pay in lieu thereof by either side.