# Instructions to the Candidates

## Engagement to the posts of Head – External Communications [on contract]

(Refer Advt. No. IMU-HQ/R/Contract/2025/07 dated 24.12.2025)

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| Opening date for the submission of online application | 24.12.2025 |
| Closing date for the submission of online application | 07.01.2026 |

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. 07.01.2026).
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 07.01.2026.
4. The Last date of submitting online application is 07.01.2026. Only shortlisted candidates will be called for interview. Interview schedule will be intimated separately to the shortlisted candidates. Venue for Interview shall be 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. Only the candidates who have registered through IMU website on or before the above-mentioned date and got short-listed will 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. Warning: Candidates must ensure that information provided by them is true. If at any subsequent stage or 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 as specified in Advt. No. IMU-HQ/R/Contract/2025/07 dated 24.12.2025, which may be extended by the 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.