

## Detailed Advertisement with General Instructions to the Candidates



# INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Shipping, Government of India)

Headquarters, East Coast Road,  
Semmencherry, Sholinganallur (PO), Chennai - 600119



Advt.No. IMU-HQ/R/13/14 /1/2018-Estt.(Rectt.)/01

21<sup>st</sup> April, 2018

### Indicative Advertisement for Direct Recruitment of Non-Teaching Posts

Applications are invited from interested and eligible candidates for the following posts on Direct Recruitment basis in Indian Maritime University (IMU):

Sl. No.	Name of the Post	Pay Scale (As per 7 <sup>th</sup> CPC)	No. of Posts.						Current Vacancies Subject to transfer to any of IMU Campuses/HQ
			UR	OBC -NCL	SC	ST	TOTAL	PWD	
1	Deputy Registrar	Level - 12 in Pay Matrix	1	1	-	-	2	*LV-1	IMU-HQ / Mumbai - 2 Nos.
2	Assistant Registrar	Level - 10 in Pay Matrix	1	1	-	-	2		IMU-HQ -2 Nos.
3	Section Officer	Level - 8 in Pay Matrix	5	1	1	-	7	*D (or) *HH-1	IMU-HQ/Campuses - 7 Nos.

\* LV-Low Vision, D-Deaf & HH- Hard of Hearing .

Interested and eligible candidates may apply on-line through [www.imu.edu.in](http://www.imu.edu.in) . For detailed instructions with respect to qualification, age, experience and mode/method of application, application fee & relevant Recruitment Rules candidates may refer IMU website [www.imu.edu.in](http://www.imu.edu.in) .

**Note 1:** The vacancies stated above are tentative and may be subject to change. IMU reserves the right not to fill up any of the posts advertised (or) to cancel the recruitment partially or fully at any stage.

**Note 2:** Selection for the above posts will be done through Screening Test & Personal Interview.

**Note 3:** Candidates may submit on-line application for each post separately as per their suitability. For exact starting date & closing date of on-line applications, candidate may visit IMU website [www.imu.edu.in](http://www.imu.edu.in) after 3 days from the date of publication of advertisement in the Employment News weekly. Hard copies of applications need not be sent to IMU. No other mode of application shall be entertained/accepted.

REGISTRAR

## General Instructions/Information to Candidates

- ***The applicants should go through all instructions, 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 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.***
- ***This site is best viewed with screen resolution of 1024x768 pixels or higher, using Internet Explorer 9 / Mozilla Firefox 16 / Google Chrome 23 or higher.***
- ***For any difficulty in filling the online application form, please send an email to crt12018@imu.ac.in indicating the problem faced.***

1. There are 6 steps in the Online Application process:
  - (i) Basic Registration
  - (ii) Personal details
  - (iii) Educational Qualification details
  - (iv) Relevant/Other Experience details
  - (v) Photo, Signature and Documents upload
  - (vi) Generation of 'Application Preview'
  - (vii) Payment of Application Fee (Please see Instruction 17 & 18 below)Note: Once the Payment of Application Fee is completed, editing of the Online Application any further is not permitted.
2. After 'Basic Registration', use the system-generated User ID and Password received via SMS and Email for first login and then set new password for further logins to complete the rest of the Online Application.
3. The application shall be submitted only through the Online mode; the candidate need not send any hard copy/online printed application.
4. The last date for submission of Applications through Online mode is 23<sup>rd</sup> May, 2018.
5. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications.
6. 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) Community certificate in respect of SC/ST/OBC(Non Creamy Layer) candidates (If applicable).
  - (c) Disability Certificate in respect of Persons with Disability (PwD) (if applicable).
  - (d) U.G degree certificate where applicable.
  - (e) PG degree certificate where applicable.
  - (f) PG degree mark sheets or grade sheets.
  - (h) Other documents as applicable as per the Eligibility Criteria.
7. Candidates seeking reservation benefits available for SC/ST/OBC (NCL)/PwD must ensure that they are entitled to such reservation as per eligibility prescribed in Gol orders. They should also be in possession of the certificates in the format prescribed by Gol in support of their claim at the time of application.

8. If a candidate's application is incomplete in any respect, IMU has the right to call for additional information from the candidate at any time in digital form or as hard copy. If the same are not provided within the time limit prescribed, the candidate's application is liable to be summarily rejected.
9. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience laid down in the recruitment rules. Qualification obtained has to be from recognized University/Institute.
10. IMU reserves the right to restrict the number of candidates to be called for recruitment process to a reasonable limit on the basis of qualifications, level of relevant experience, etc. in case of receipt of large number of applications.
11. Incomplete application shall be summarily rejected. Applicant shall keep a print out of filled application which shall be produced at the time of selection process.
12. Persons 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. However, NOC is required to be submitted at the time of Interview (or) before, if shortlisted. Candidates applying for more than one post may obtain separate NOCs with respect to each post.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
14. The Computer-based Recruitment Tests (Online CRT) for the posts of Deputy Registrar, Assistant Registrar and Section Officer are scheduled to be held tentatively on 3<sup>rd</sup> June, 2018 as :
  - (i) Deputy Registrar - 09:00 AM to 11:00 AM
  - (ii) Assistant Registrar - 12:00 PM to 02:00 PM
  - (iii) Section Officer - 03:00 PM to 05:00 PM
15. On the basis of performance in the Online CRT, the candidates will be shortlisted for interview.
16. Minimum Qualifying Marks in CRT for Deputy Registrar , Assistant Registrar & Section Officer is as follows:
  - (i) GEN / OBC - 50%
  - (ii) SC/ST - 45%
17. The Application Fee for the Online CRT is Rs.1000/- for SC/ST/PwD candidates and Rs.1500/- for all others. It is non-refundable.
18. The Application Fee shall be paid only Online.
19. The Online CRT for each post will consist a total of 120 multiple choice questions.

20. General Syllabus coverage for each post is as follows: -

(i) For Deputy Registrar Post - PG Level General English, Mathematics, Reasoning , General Knowledge , General Aptitude & Service Rules / matters..etc.

(ii) For Assistant Registrar Post - PG Level General English, Mathematics, Reasoning , General Knowledge , General Aptitude & Service Rules / matters..etc.

(iii) For Section Officer Post - UG Level General English, Mathematics, Reasoning , General Knowledge, General Aptitude & Service Rules / matters..etc.

21. There will be negative marking for wrong answers (1/4<sup>th</sup> of the marks allotted to each question).

22. The Online CRT will be held simultaneously in the following 12 cities (Test Centres) across India:

1. New Delhi	2. Lucknow	3. Patna	4. Kolkata
5. Guwahati	6. Hyderabad	7. Chennai	8. Cochin
9. Bangalore	10. Mumbai	11. Bhopal	12. Jaipur

23. A given City or Test Centre may have one or more Test Venues depending on the number of candidates opting for the City.

24. A candidate should give 3 preferences for the cities where he wishes to take the CRT while registering online. While every effort will be made to accommodate a candidate within his 3 preferred cities, IMU reserves the right to divert applicants to the nearest cities if sufficient number of candidates are not forthcoming in certain cities, and also if there are too many candidates for a particular city.

25. The name and address of the Test Venue will be indicated on the Hall Ticket/Admit Card and candidates are requested to be present at the Test Venue at least 60 minutes before the time of commencement of the Online CRT.

26. Candidates who are shortlisted based on the Online CRT scores will be called for Personal Interview at IMU Headquarters in Chennai. No TA/DA will be paid either for attending the Online CRT or the Personal Interview.

27. Candidates should bring all the Original Certificates and one set of Self-Attested photocopies, including the uploaded documents at the time of Personal Interview.

28. In respect of the proof of the required minimum Service Qualification, the candidates shall produce apart from the original of the Declaration signed by him and attested by the Notary Public or / and in any of the document produced subsequently - original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/ Proof of date of Joining and latest Pay Certificate].
29. Notwithstanding the fact that a candidate may have cleared the Online CRT, 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.
30. No correspondence will be entertained from candidates regarding the conduct of the Online CRT (except Online Application Portal technical issues & payment disputes, if any) or the Personal Interview, the reasons for not being called for Interview or for not being selected, etc.
31. Canvassing in any form will disqualify the candidates.
32. IMU reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. The number of positions are thus open to change.
33. 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.
34. 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.
35. Selected Candidates will be covered under the New Pension Scheme only.
36. Even if initially appointed to IMU Headquarters or a particular Campus, the Assistant Registrar, Deputy Registrar and Section Officer shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
37. 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.
38. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. [www.imu.edu.in](http://www.imu.edu.in)
39. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

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