



INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping,
Government of India),
East Coast Road, Semmencherry,
Sholinganallur (PO), Chennai – 600119

APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (on Deputation)

Note: (1) Please download the relevant Application form and carefully go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form.

(2) Even if initially appointed to a particular Campus, the Assistant Registrar shall be liable for transfer to any other Campus/IMU Headquarters.

Advt. No. IMU/HQ/Estt/Rectt-Deputation/2018/01 dt.17.02.2018

ON DEPUTATION

Affix recent
Passport size
Photograph

<i>Indicate your order of preference for place of initial posting</i>		1. ----- 2. ----- 3. -----
1	<i>Name in full (in capital letters)</i>	
2	<i>Father's Name</i>	
3	<i>Marital Status</i>	Married / Unmarried
4	<i>Sex</i>	Male /Female
5	<i>a) Date of birth (Day/Month/Year)</i> <i>b) Age as on the last date for receipt of applications by the University</i>	_____/_____/_____ Years____ Months____ Days
6	<i>Are you a citizen of India?</i>	Yes / No
7	<i>Community (GEN/SC/ST/OBC)</i>	

10. *Details of Employment:* Please give particulars of your present and past employment in **Reverse** chronological order, starting with the present one.

Sl. No.	Organization/ Institution	Whether Government/ ** Quasi- Govt./ Private	Position held	Date of joining	Date of leaving	Scale of Pay/ Pay Band/ Grade Pay

**Public Universities and equivalent Educational Institutions, Government-aided Colleges, Public Sector Undertakings and other such Autonomous Organizations will be considered as 'Quasi-Government'.

11. *Details of Certificates/Testimonials/Commendations/Awards received and Publication of Books/Journals, if any:*

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12. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields. Self-attested photocopies should be furnished as 'proof' for each item.

(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) Are you holding an <u>analogous</u> post? If 'Yes', indicate the name of the post with Pay Band and Grade Pay	Yes / No _____ _____
(iii) Service as analogous post on regular basis.	_____ years ___ months ___ days
(iv) Service as Section Officer in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 (Level - 8 in 7 th CPC) on regular basis or equivalent.	_____ years ___ months ___ days
(iii) Working knowledge of Information & Communications Technology	Yes/ No

13. Details of Enclosures to be sent with the Application:

1. Self-attested photocopies of 10th standard certificate or equivalent in support of Date of Birth.
2. Self-attested photocopies of Community certificate.
3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/ Awards received and Publication of Books/Journals, if any.
4. Self-attested photocopies of Service Certificate / Experience Certificate including current designation from the organization.
5. Self-attested copies of last pay certificate/ salary certificate with all details including Pay Matrix/Basic/Grade Pay/Total Emoluments/etc.
6. No Objection Certificate from the present employer.
7. Self-attested photocopies of U.G./P.G./Degree Mark sheet and other Educational Certificates.

14. *DECLARATION*

- (i) I declare that I have carefully read and fully understood the various instructions, Recruitment Rules for the post and other conditions and I hereby agree to abide by them.
- (ii) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (iii) I declare that I have not suffered any punishment so far in my career and that no disciplinary or criminal case is pending against me.
- (iv) I am aware that if any of the particulars furnished or statements made by me in the application are found to be false, my appointment (if selected) is liable to be terminated summarily by IMU without any notice and I agree to the same.

Place: _____

Date: _____

Signature of the Candidate

To

The Registrar,
Indian Maritime University,
East Coast Road,
Semmencherry, Sholinganallur (PO),
Chennai - 600119

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms. _____,
submitted for the post of **Assistant Registrar** in the Indian Maritime University is
forwarded to *the Registrar, Indian Maritime University, Chennai, India*. He/She is working
in this organization, viz. _____

_____ in the post of
_____ in a temporary/permanent capacity
with effect from _____ in the Scale of Pay Band / Grade Pay of
Rs. _____.

He/She is drawing a basic pay of Rs. _____.

Further, it is certified that the applicant has not suffered any punishment and that no
disciplinary or criminal case is pending/ contemplated against him/her.

(Signature of the forwarding officer with Seal)

Name: _____

Designation: _____

Place: _____

Date: _____

To

The Registrar,
Indian Maritime University,
East Coast Road,
Semmencherry,
Sholinganallur (PO),
Chennai - 600119

INSTRUCTIONS

1.	The following words: " Application for the post of Assistant Registrar, Indian Maritime University on Deputation basis " Advt. No. IMU/HQ/Estt/Recdt-Deputation/2018/01 dtd.17.02.2018 and shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only in the prescribed format/mode</u> .
3.	Candidates should submit along with the Application all the enclosures prescribed in Item No. 13 or elsewhere. <u>IMU reserves the right to summarily reject any Application incomplete in any respect or does not have one or more of the prescribed enclosures.</u>
4.	The Application on Deputation should be forwarded through the present Employer so as to reach the Registrar, Indian Maritime University, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai 600 119 within 45 days from the date of publication in employment news.
5.	If a candidate applying on Deputation feels that there may be delay in getting endorsement from his Present Employer, he/she may send an advance copy of his/her Application, complete in all other respects, directly so as to reach within 45 days from the date of publication in employment news. IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. The Application, with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the interview. If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the interview, for whatsoever reasons, he/she will not be permitted to take the interview. Candidates who submitted application are not allowed to withdraw in case of selection.
6.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
7.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for interview or for not being selected, etc.
8.	Canvassing in any form will disqualify the candidates.
9.	The University reserves the right not to appoint anyone for the position advertised.
10.	If any of the particulars furnished or statements made by the candidate are found to be false, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without prior notice.
11.	Recruitment will be done through a Personal Interview.

**REGISTRAR
INDIAN MARITIME UNIVERSITY**

Recruitment Rules for the post of Assistant Registrar

1.	Name of Post	Assistant Registrar
2.	Number of Posts	10
3.	Classification	Group A
4.	Scale of Pay	<p>On initial appointment, pay shall be fixed in the Pay Matrix Level -10 as per 7th CPC (being corresponding pay level to Pay Band of Rs. 15,600 – 39,100 with Grade Pay of Rs 5400).</p> <p>After completing 8 years of service in this Pay Matrix, he will move to the next pay matrix level-11 of 7th CPC (being corresponding pay level of Grade Pay of Rs 6600 within the same Pay Band, but shall continue to be designated as Assistant Registrar.</p>
5.	Whether selection post or non selection post	<p>Not Applicable for Direct Recruitment/ Deputation/Absorption.</p> <p>By Selection in case of Promotion from Section Officers or equivalent.</p>
6.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Assistant Registrar.	<p>Essential:</p> <p>(i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade.</p> <p>(ii) At least three years of relevant administrative experience in an office in Academics/ Examinations/ Finance & Accounts/ Procurement/ Human Resources Management in one or more of the following:</p> <p>(a) 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 Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies.</p> <p><u>Desirable:</u></p> <p>Good knowledge of Information & Communications Technology.</p>
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists/ Absorption?	<p>Promotion:</p> <p>Age: No Educational Qualification: Yes.</p> <p>Deputation:</p> <p>Age: Not more than 50 years. Educational Qualification: Yes.</p>

		<p>Absorption: Age: Not more than 53 years. Educational Qualification: Yes.</p>
9.	Period of probation, if any	Two years for Direct Recruitment only.
10.	Method of recruitment	<p>Direct Recruitment/Promotion/Deputation/Absorption.</p> <p>Direct Recruitment will be done through Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview.</p> <p>Screening Test is not necessary in the case of Promotion, Deputation and Absorption.</p>
11.	In case of recruitment by promotion/ deputation grades for which promotion/ deputation/ absorption/transfer to be made	<p>Promotion: From Section Officer or equivalent with at least 6 years of regular service in the category of Section Officer.</p> <p>Deputation: A person holding analogous post on regular basis (or) at least six years' experience as Section Officer or equivalent working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 or corresponding pay matrix as per 7th CPC in Central/ State University or autonomous educational/ research institution, Central/State Government or Government Undertaking, Port Trust, etc.</p> <p>Absorption: A Deputationist who has worked as Assistant Registrar satisfactorily for a minimum period of 3 years in IMU subject to concurrence from his parent organization.</p> <p>The same educational qualification as in the case of direct recruits shall apply for Promotion/ Deputation/ Absorption.</p>
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>i) The Vice-Chancellor as Chairperson. ii) Registrar. iii) One nominee of the Executive Council. iv) One nominee of the Vice-Chancellor.</p>
13.	Age of Superannuation	<p>60 years.</p> <p>For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years.</p>
14.	Remarks	<p>(1)The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2)The crucial date for determining the eligibility</p>

		<p>conditions shall be the closing date for receipt of applications from candidates.</p> <p>(3) IMU's decision as to what is "relevant administrative experience" shall be final.</p> <p>(4) The Vice Chancellor is authorized to devise an appropriate Screening Test.</p>
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