



INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping,
Government of India),
East Coast Road, Uthandi, CHENNAI – 600119
<http://www.imu.edu.in>
Tele Fax –(044) 24530878

APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS

Note: Depending on whether you are applying on Direct Recruitment/Deputation/ Promotion basis, the Application form and the mode of applying are slightly different. Please download the relevant Application form and carefully go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form.

Advt. No. IMU-HQ/2014-15/01 dated 11th September 2014

ON DIRECT RECRUITMENT

Affix recent
Passport size
Photograph

1	Name in full (in capital letters)	
2	Father's Name	
3	Marital Status	Married / Unmarried
4	Sex	Male / Female
5	a) Date of birth (Day/Month/Year)	____/____/____
	b) Age as on the last date for receipt of applications by the University	____ Years ____ Months ____ Days
6	Are you a citizen of India?	Yes / No
7	Community (GEN/SC/ST/OBC)	

10. *Details of Employment:* Please give particulars of your present and past employment in 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 etc.:*

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12. *Category:* Candidates for the post of Controller of Examinations (COE) may be drawn from any of the 3 Categories given below. A given candidate can belong to only one of the 3 Categories. Please go through the qualifications prescribed for the post of COE in IMU's Recruitment Rules appended to this application form.

Please tick any **ONE** of these 3 boxes:

Category 1 (with University background)	Category 2 (Mariners)	Category 3 (Group A Officers)

13. *Fulfillment of Educational and Service Qualifications:* Please fill the relevant fields pertaining to *your Category only*. Self-attested photocopies should be furnished as 'proof' for each item.

Category 1	
(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) Service as Assistant Professor in AGP Rs.7000/- and above Service in AGP Rs. 8000 and above including as Associate Professor along with experience in examination work [N.B. Comparable experience in research establishment and/ or other institutions of higher education will also be considered] [OR] Total Administrative Experience Out of which, experience as Deputy Registrar or equivalent post	____ years __ months __ days ____ years __ months __ days ____ years __ months __ days ____ years __ months __ days
(iii) Ph.D Degree	Yes/ No
(iv) Working knowledge of Computers	Yes/ No
Category 2	
(i) MEO Class I Certificate of Competency /	Yes/ No
(ii) Master (FG) Certificate of Competency	Yes/ No
(iii) Sailing experience at Management level within the meaning of STCW Convention in force	____ years __ months __ days
(iv) Experience in teaching in reputed & recognized maritime institutions/ maritime industry in technical field along with experience in examination work	____ years __ months __ days
(v) Extra First Class Engineer Certificate of Competency/ Extra Master (FG) Certificate of Competency/ PGDMOM	Yes / No (If Yes, Please specify)
(vi) Working knowledge of computers	Yes/ No
Category 3	
(i) Service as Group A Officer in Central/State Governments	____ years __ months __ days
(ii) Working knowledge of computers	Yes/No

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

- a) The following enclosures are common to **all 3 categories** of candidates:
1. Self-attested photocopy of 10th standard certificate or equivalent in support of Date of Birth.
 2. Self-attested photocopy of Community certificate.
 3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/Awards received and Publication of Books/Journals, if any.
- b) Enclosures applicable to **Category 1** candidates:
1. Self-attested photocopies of U.G and P.G degree certificates.
 2. Self-attested photocopies of P.G degree mark sheets or grade sheets.
 3. Self-attested photocopy of Ph.D. certificate where applicable.
 4. Photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 1 – (ii) **attested by a Notary Public.**
- c) Enclosures applicable to **Category 2** candidates:
1. Self-attested photocopies of MEO Class I Certificate of Competency/ Master (FG) Certificate of Competency.
 2. Self-attested photocopies of relevant documents as proof of sailing experience at Management level.
 3. Self-attested photocopy of Extra First Class Engineer Certificate of Competency/ Extra Master (FG) Certificate of Competency/ PGDMOM where applicable.
 4. Photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 2 – (iii) **attested by a Notary Public.**
- d) Enclosures applicable to **Category 3** candidates:
1. Self-attested photocopy of relevant document as a proof of the candidate belonging to a Group A Service in Central Government or one of the State Governments.
 2. Photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 3 – (i) **attested by a Notary Public.**

15. *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,
Uthandi,
Chennai - 600119

INSTRUCTIONS

1.	The following words: " Application for the post of Controller of Examinations, Indian Maritime University <u>on Direct Recruitment basis</u> " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Applications <u>only in the prescribed format</u> .
3.	Candidates should submit along with the Application all the enclosures prescribed in Item no. 14 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 Direct Recruitment basis need NOT be forwarded through the present Employer but can be sent DIRECTLY so as to reach the Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before 31st October, 2014.
5.	In the case of Applications on Direct Recruitment basis, the photocopies of relevant documents as proof of Service Qualifications claimed in <u>Item no. 13 – Category 1 – (ii)/Category 2 – (iii)/Category 3 – (i)</u> should be attested by a Notary Public . <u>IMU reserves the right to summarily reject any Application that has not been so attested.</u>
6.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications by the University.
7.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for the 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.
REGISTRAR INDIAN MARITIME UNIVERSITY	

[N.B The Recruitment Rules given below are only for Reference; not to be submitted along with the Application form].

**RECRUITMENT RULES FOR THE POST OF
CONTROLLER OF EXAMINATIONS**

1.	Name of the post	Controller of Examinations
2.	Number of Posts	As per University requirement
3.	Classification	Group A
4.	Scale of Pay	Pay Band will be Rs. 37400-67000 with GP of Rs. 10000
5.	Whether selection post or non selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruitment	Age not more than 55 years (relaxable by Vice Chancellor up to 2 years in deserving cases.)
7.	Educational and other qualifications required for direct recruitment for Controller of Examinations	<u>Category 1:</u> Essential: i) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales. [N.B: A relaxation of 5% marks (from 55% to 50%) at the Master's Degree level will be allowed for candidates belonging to SC/ST/Physically Handicapped categories]; & ii) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7,000 and above or with 8 years of service in the AGP of Rs.8,000 and above including as Associate Professor along with experience in examination work; or Comparable experience in research establishment and/or other institutions of higher education; or 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

- i) Ph.D degree.
- ii) Working knowledge of computers.

[OR]

Category 2:

Essential:

- (i) MEO Class I Certificate of Competency / Master (FG) Certificate of Competency, &
- (ii) Sailing experience of minimum of two years at Management level within the meaning of STCW Convention in force; &
- (iii) At least ten years' experience in teaching in reputed & recognized maritime institutions/ maritime industry in technical field along with experience in examination work.

Desirable:

- i) Extra First Class Engineer Certificate of Competency / Extra Master (FG) Certificate of Competency / PGDMOM.
- ii) Working knowledge of computers.

[OR]

Category 3:

Essential:

- (i) At least 12 years of service Group A Officers from Central/State Governments.

Desirable:

- (i) Working knowledge of computers.

The Executive Council reserves the right to relax the service qualifications if fully eligible candidates are not available to fill up the vacancy.

8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists?	<p>Promotion: Age – No. Educational qualifications: Yes.</p> <p>Deputation: Age – 57 years. Educational qualifications: Yes, except in the case of Category 3.</p>
9.	Period of probation, if any	Two years for direct recruitment only.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	Deputation/ Direct Recruitment /Promotion.
11.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	<p>Departmental Promotion Committee/ Selection committee will consist of:</p> <p>i) The Vice-Chancellor as Chairperson. ii) Two members of the Executive Council. iii) An academician nominated by the Executive Council.</p>
12.	Remarks	<p>Appointment to the post of COE will be for a tenure of 5 years initially.</p> <p>Eligible for only one extension up to a maximum of 5 years subject to satisfactory performance.</p> <p>Age of superannuation: 62 years for direct recruits and promotees.</p> <p>For deputationists, the relevant age of the sponsoring department/agency will apply.</p>