



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 DEPUTY FINANCE OFFICER

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 DEPUTATION

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, if any:*

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12. *Fulfillment of Educational and Service Qualifications:* Please go through the qualifications prescribed for the post of Deputy Finance Officer in IMU's Recruitment Rules appended to this application form. Self-attested photocopies should be furnished as 'proof' for each item.

(i) Marks or Grade in Master of Commerce (or) C.A./ I.C.W.A. (OR) (ii) Service as Group A Officer in Central/State Governments in the fields of Finance/ Accounting/ Budgeting	_____ Percent/ Grade ___ years ___ months ___ days
(iii) Experience in Finance and Accounts in Grade Pay Rs.5400/ Rs.6600 (or equivalent) in Central/State Universities, Autonomous Educational Institutions, Port Trusts, Public Sector Undertakings, Central/ State Government Departments/ Agencies	___ years ___ months ___ days
(iv) Working knowledge of Computers	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 P.G /CA/ICWA degree certificates.
5. Self-attested photocopies of P.G/CA/ICWA degree mark sheets or grade sheets.
6. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12 (ii)/(iii).

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

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms. _____,
submitted for the post of **Deputy Finance Officer** in the Indian Maritime University,
Chennai 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,
Uthandi,
Chennai - 600119

INSTRUCTIONS

1.	The following words: " Application for the post of Deputy Finance Officer, Indian Maritime University on Deputation basis " shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only</u> in the prescribed format.
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, Uthandi, Chennai 600 119 on or before 30th November, 2014.
5.	If a candidate feels that there may be delay in getting endorsement from his/her Present Employer, he/she may send an advance copy of his/her Application, complete in all other respects, directly to the Registrar on or before 30th November, 2014. 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.
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.
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 DEPUTY FINANCE OFFICER

1.	Name of Post	Deputy Finance Officer
2.	Number of posts	As per University requirement
3.	Classification	Group A
4.	Scale of Pay	On initial appointment, pay shall be fixed in the Pay Band Rs. 15600-39100 with GP of Rs. 7600. After completing 5 years of service in this Pay Band, he/she will move to the higher Pay Band of Rs.37400-67000 with GP of Rs 8700 but shall continue to be designated as Deputy Finance Officer.
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 up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Deputy Finance Officer	Essential: a) At least 55% marks (or equivalent grade) in M.Com (or) C.A/I.C.W.A. & Category 1: b) At least 5 years' experience in finance and accounts in Grade Pay Rs.5,400/Rs.6,600 (or equivalent) in Central/State Universities, Autonomous Educational Institutes, Port Trusts, Public Sector Undertakings, Central/State Government departments/Agencies. [OR] Category 2: At least 8 years' post-qualification experience in finance and accounts (i) as a practising chartered/cost accountant or (ii) in a senior position in any reputed company.

		<p>Desirable:</p> <p>Working knowledge of computers.</p> <p>The Executive Council reserves the right to relax the service qualifications if fully eligible candidates are not available to fill up the vacancies.</p>
8.	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists?	<p>Promotion:</p> <p>Age – No. Educational qualifications: Yes.</p> <p>Deputation:</p> <p>Age – 57 years. Educational qualifications: Yes. However, the qualifications will not apply to Group A officers of Central/State Government who have at least 7 years' experience of working in the fields of Finance/Accounting/Budgeting.</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.	Promotion/Deputation/Direct Recruitment.
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) One member of the Executive Council. iii) One nominee of the Executive Council. iv) One officer nominated by the Vice Chancellor.</p>
12.	Remarks	<p>Age of superannuation: 60 years for direct recruits and promotees.</p> <p>For deputationists, relevant age of the sponsoring department/agency will apply.</p>