



**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 go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form carefully.*

Advt. No. IMU-HQ/2014-15/01 dated 11<sup>th</sup> September, 2014

**ON PROMOTION**

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)	





11. *Details of Certificates/Testimonials/Commendations/Awards received, if any:*

--

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.	_____ Percent/ Grade
(ii) 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
(iii) Working knowledge of Computers	Yes/ No

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

*The following enclosures are common to both categories of candidates:*

1. Self-attested photocopies of 10<sup>th</sup> Standard certificate or equivalent in support of Date of Birth.
2. Self-attested photocopies of Community certificate.
3. Self-attested photocopy of the Certificate issued by the Medical Board duly constituted by the Central Government or State Government, in case of Persons with Disabilities.
4. Self-attested photocopies of certificates of Commendations/Awards received, if any.
5. Self-attested photocopies of U.G and P.G degree/CA/ICWA certificates.
6. Self-attested photocopies of P.G degree/CA/ICWA mark sheets or grade sheets.
7. Photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 12 (ii).

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,  
Uthandi,  
Chennai - 600119

## **INSTRUCTIONS**

1.	The following words: <b>"Application for the post of Deputy Finance Officer, Indian Maritime University <u>on Promotion basis</u>"</b> shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only in the prescribed format</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.	<b>The Application on Promotion basis should be sent DIRECTLY to the Registrar</b> , Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 <b>so as to reach on or before 30<sup>th</sup> November, 2014</b> . The candidate should however <u>mark a copy of his Application</u> to the Head of the Department or Campus Director or the relevant superior officer as the case may be for information.
5.	In the case of Applications on Promotion basis, apart from the interview the candidates' Annual Confidential Reports/Performance Assessment Reports for the past 5 years, Vigilance or disciplinary records if any, will also be taken into consideration. (The Registrar shall furnish a note to the Selection Committee in this regard).
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.
<b>REGISTRAR INDIAN MARITIME UNIVERSITY</b>	

[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	<b>Essential:</b> a) At least 55% marks (or equivalent grade) in M.Com (or) C.A/I.C.W.A. & <b><u>Category 1:</u></b> 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] <b><u>Category 2:</u></b> 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><b>Desirable:</b></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><b>Promotion:</b></p> <p>Age – No.</p> <p>Educational qualifications: Yes.</p> <p><b>Deputation:</b></p> <p>Age – 57 years.</p> <p>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.</p> <p>ii) One member of the Executive Council.</p> <p>iii) One nominee of the Executive Council.</p> <p>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>