



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 REGISTRAR

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 |
|---------|---------------------------|---|---------------|-----------------|-----------------|-----------------------------------|
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**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. *Category*: Candidates for the post of Deputy Registrar 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 Deputy Registrar 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) |
|---|---------------------------------|---|
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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.

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| <u>Category 1</u> | |
| (i) Marks or equivalent grade in Master's Degree | _____ Percent/ Grade |
| (ii) Service as Assistant Professor in AGP Rs.6000/- and above [N.B. Comparable experience in research establishments 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 |
| (iii) Working knowledge of Computers | Yes/ No |

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| <u>Category 2</u> | |
| (i) Master (FG) Certificate of Competency/ | Yes/ No |
| (ii) Sailing experience at Management level within the meaning of STCW Convention in force | ____ years __ months __ days |
| (iii) Experience in teaching in reputed & recognized maritime institutions/ maritime industry in technical field along with experience in examination work | ____ years __ months __ days |
| (iv) MEO Class I Certificate of Competency | Yes/ No |
| (v) Working knowledge of computers | Yes/ No |

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| <u>Category 3</u> | |
| (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 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.

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 photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 1 – (ii).

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 photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 2 – (iii).

d) *Enclosures applicable to **Category 3** candidates:*

1. Self-attested photocopy of relevant document as proof of the candidate belonging to a Group A Service in Central Government or one of the State Governments.
2. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 3 – (i).

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

Endorsement from the Present Employer

The application of Dr./Mr./Mrs./Ms. _____,
submitted for the post of **Deputy Registrar** 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

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| 1. | The following words: " Application for the post of Deputy Registrar, Indian Maritime University <u>on Deputation basis</u> " 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. 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 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 31st October, 2014. |
| 5. | If a candidate 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 the Registrar on or before 31st October, 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 REGISTRAR

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| 1. | Name of Post | Deputy Registrar |
| 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 will move to the higher Pay Band of Rs.37400-67000 with GP of Rs 8700 but shall continue to be designated as Deputy Registrar. |
| 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 Registrar | <u>Category 1:</u> Essential: a) Master's degree with at least 55% marks or its equivalent grade of B in the UGC prescribed seven point scales; & b) (i) At least 7 years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration; or (ii) Comparable experience in research establishment and/or other institutions of higher education; or (iii) 5 years of administrative experience as Assistant Registrar or in an equivalent post. |

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| | | <p>Desirable:</p> <p>i) Working knowledge of computers.</p> <p><u>Category 2:</u></p> <p>Essential:</p> <p>(i) Master (FG) Certificate of Competency/ MEO Class I Certificate of Competency with sailing experience of minimum of six months at Management level within the meaning of STCW Convention in force.</p> <p>(ii) At least 5 years' experience in teaching in reputed & recognized maritime institutions/ maritime industry in technical field along with experience in educational administration.</p> <p>Desirable:</p> <p>(i) Working knowledge of computers.</p> <p><u>Category 3:</u></p> <p>Essential:</p> <p>(i) Group A Officers of Central/State Government who have at least 7 years working experience.</p> <p>(ii) 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.</p> <p>Educational qualifications: Yes.</p> <p>Deputation:</p> <p>Age – 57 years.</p> <p>Educational qualifications: Yes.</p> |
| 9. | Period of probation, if any | Two years for direct recruitment only. |

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| 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> <ul style="list-style-type: none"> i) The Vice-Chancellor as Chairperson. ii) One member of the Executive Council. ii) One nominee of the Executive Council. iv) One officer nominated by the Vice Chancellor. |
| 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> |