

GENERAL INSTRUCTIONS TO THE CANDIDATES

STARTING DATE OF ONLINE APPLICATION	12-01-2019 AT 14:30 HRS
CLOSING DATE OF ONLINE APPLICATION	11-02-2019 UPTO 23:59 HRS
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISISON OF ONLINE APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE ONLINE APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION AT ANY STAGE OF SELECTION PROCESS.	

1. Candidates are requested to apply only Online against this advertisement published on IMU's website <http://www.imu.edu.in>. They are also requested to go through carefully the details of posts and instructions published below as well as on the website <http://www.imu.edu.in>.
2. There are 8 steps in the Online Application process:
 - (i) Basic Registration
 - (ii) Payment of Registration Fee
 - (iii) Personal details
 - (iv) Educational Qualification details
 - (v) Relevant/Other Experience details
 - (vi) Photo, Signature and Documents upload
 - (vii) Generation of 'Application Preview'
 - (viii) Final Submission

NOTE I: Filling of the Online Application is permitted only when the Registration is completed along with payment of Registration Fee.

NOTE II: Date of birth mentioned in Online Application is final. No subsequent request for change of date of birth will be considered or granted.
3. After '**Basic Registration**', use the system-generated **User ID** and **Password** received via SMS and Email for first login and then set new password for further logins to complete the rest of the Online Application.
4. Registration Fee for Online Application for all the three posts is as follows:-
 - i) Rs. 200/- (for GENERAL & OBC Candidates)
 - ii) Rs. 140/- (for SC/ST Candidates)
5. The Registration Fee shall be paid only Online. The Registration Fee is Non-Refundable under any circumstances.
6. Your Application will not be treated as finally submitted unless and until it is available under the link "Candidate Dashboard (Print Application)" before the closing date and time. Please retain a print out of your finally submitted

online application (complete with Payment Details) as a proof of submission of your application to IMU.

7. The application shall be submitted only through the Online mode. **The candidate need not send any hard copy/online printed application to IMU as the same will not be treated as valid document.**
8. Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner. In case the date and time of written examination/Interview etc. coincides for the applied posts, the candidate will be required to opt for any one post.
9. The **last date** for submission of Applications through Online mode is **11th February, 2019 by 23:59 hours.**
10. The crucial date for determination of eligibility criteria shall be the last closing date prescribed for the online applications **(30-08-2018 or 11-02-2019 whichever is beneficial to the candidates as per Notice to candidates published in Employment News Weekly dated 12-01-2019).**
11. Candidates shall **upload self-attested photocopies of the following documents** at the time of Online Registration:-
 - (a) 10th standard certificate or equivalent in support of Date of Birth.
 - (b) Community certificate in respect of SC/ST/OBC(Non Creamy Layer) candidates (If applicable).
 - (c) Disability Certificate from Competent Authority in respect of Persons with Disability (PwD) (if applicable).
 - (d) U.G degree certificate where applicable.
 - (e) PG degree certificate where applicable.
 - (f) UG & PG degree mark sheets or grade sheets.
 - (g) Ph.D Degree (if applicable)
 - (h) Other documents as applicable as per the Eligibility Criteria.

"WARNING": CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR ONLINE APPLICATIONS, THEY MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR ONLINE APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED.
12. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST/OBC as per GOI norms. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma.
 - (i) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to

SC/ST/OBC/General category but subsequently writes to IMU to change his/her category, such request shall not be entertained by the IMU.

(ii) Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.

13. Candidates seeking reservation benefits available for SC/ST/OBC (NCL)/PwD must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. Caste certificate by candidate seeking reservation as SC/ ST/ OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC and the village/ town the candidate is ordinarily a resident of.

14. Candidates must be in sound bodily health for medical fitness suitability.

15. If a candidate's application is incomplete in any respect, IMU has the right to call for additional information from the candidate at any time in digital form or as hard copy. If the same are not provided within the time limit prescribed, the candidate's application is liable to be summarily rejected.

16. **MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. Qualification obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.**

17. In the event of number of applications being large, IMU will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:

A. On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.

B. On the basis of higher educational qualifications than the minimum prescribed in the advertisement.

C. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.

D. By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).

E. By holding a Screening Test.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL OF HER/HIS QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS. For example, if experience is not essential for the post but you possess experience, you are advised to fill it by clicking experience module.

18. The invitation of candidates for Personal Interview conveys no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Competent Authority of IMU.

19. Incomplete application shall be summarily rejected. Applicant shall keep a print out of filled application which shall be produced at the time of selection process.

20. Persons employed in Government/Semi-Government/Autonomous Bodies/PSUs/Educational Institutions may intimate in writing to their present employer regarding submission/applying for the relevant post at IMU against this advertisement. However, NOC is required to be submitted at the time of Interview (or) before, if shortlisted. Candidates applying for more than one post may obtain separate NOCs with respect to each post.

21. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.

22. The candidates will be selected on the basis of the performance in the **Personal Interview only** for the post of Professor and Associate Professor. **A suitable Screening Test may be conducted for the post of Assistant Professor to shortlist the candidates for the Personal Interview, if required. The decision of IMU shall be final in this regard.**

NOTE: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

23. IMPORTANT NOTE FOR MINIMUM QUALIFYING MARKS

(i) The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by Personal Interview or by Screening Test followed by interview, will be **UR/OBC- 50 %, SC/ST- 45 %**.

(ii) In cases where selection is made by Screening Test followed by Personal Interview, the candidate will have to achieve minimum level of suitability (UR/OBC- 50 % and SC/ST- 45 %) in their respective category at both stages i.e. 'Screening Test' as well as 'Personal Interview'.

(iii) Weightage for Screening Test (in case of Assistant Professor) and Personal Interview shall be **50 %** and **50 %** respectively. In case of

selection only by Personal Interview, weightage for Personal Interview shall be 100 %.

- 24.No TA/DA will be paid either for attending the Screening Test (if required for the post of Assistant Professor only) or the Personal Interview.
- 25.Candidates should bring all the **Original Certificates** and one set of Self-Attested photocopies, including the uploaded documents at the time of Personal Interview, if called for.
- 26.Interview through video conference/skype or other electronic mode shall not be permitted. Candidates should physically present themselves before the Selection Committee for the Personal Interview.
- 27.In respect of the proof of the required minimum Service Qualification, the candidates shall produce apart from the original of the Declaration signed by him and attested by the Notary Public or / and in any of the document produced subsequently - original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/ Proof of date of Joining and latest Pay Certificate].
- 28.Notwithstanding the fact that a candidate may have been called for Personal Interview, if any discrepancies or false claims are detected in the documents uploaded at the time of the Online Registration and/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification, IMU reserves the right to disqualify the candidate, at any stage.
- 29.**No correspondence** will be entertained from candidates regarding the recruitment process/selection criteria (except Online Application Portal technical issues & payment disputes, if any) or the Personal Interview, the reasons for not being called for Interview or for not being selected, etc.
- 30.**Canvassing** in any form will disqualify the candidates.
- 31.IMU reserves the right to: (a) not to fill any of the advertised positions (b) to increase or decrease the number of posts (c) fill consequential vacancies arising at the time of selection from available candidates. **The number of positions are thus open to change.**
32. If any of the particulars furnished or statements made by the candidate are found to be false/wrong/incorrect, his/her appointment (if selected) is liable to be terminated summarily by IMU without prior notice, at any stage.
- 33.A candidate selected, if already working in Central/State Government/PSUs/ Autonomous bodies/ Educational Institutions or its Department/Agencies will be required to furnish a certificate in the prescribed format from his current employer at the time of acceptance of offer of appointment to the effect that he has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him. If he fails to produce the above Certificate within the prescribed time, his offer of appointment shall be treated as withdrawn.

34. Candidates selected under direct recruitment will be covered under the New Pension Scheme only. IMU is not covered by old Pension Scheme. Hence, transfer of service benefits from existing organization to IMU is not possible. Also, No TTA and other joining allowances claims are admitted.
35. Even if initially appointed to IMU Headquarters or a particular Campus/Schools of IMU, the Assistant Professors, Associate Professors and Professors shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
36. **Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through candidate's registered email only.**
37. The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid any technical error/rush on website on last day.
38. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in
39. For discrepancies, if any, in the Advertisement published in Hindi in Employment News-Hindi, the English version of the Advertisement published in Employment News Weekly (English) and on IMU's website will prevail.
40. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

Date: 12-01-2019

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REGISTRAR