

**INSTRUCTIONS TO CANDIDATES FOR THE POST OF CONTROLLER OF EXAMINATIONS**

1.	<p>The Indian Maritime University seeks to recruit suitable person for the post of Controller of Examinations on Direct Recruitment/Deputation basis. Apart from day-to-day administration and overall management of the relevant area, it is also expected to provide leadership for long term development of the University in line with the Maritime India Vision 2030 and the vision of the University and NEP 2020.</p> <p>Eligible &amp; Interested candidates may apply through proper channel in the prescribed application form which can be downloaded from the web link available at <a href="http://www.imu.edu.in">www.imu.edu.in</a>.</p>
2.	<p>For General Eligibility Conditions with respect to Age, Educational and other Qualifications / Term of office/ Age of Superannuation/ information on equivalence: <b>Please Refer attached/uploaded Recruitment Rule of the Post as published vide IMU Ordinance No. 07 of 2020 [EC 2020-57-06 dated 18.12.2020] available at <a href="http://www.imu.edu.in">www.imu.edu.in</a>.</b></p>
3.	<p><b><u>Selection Process :</u></b></p> <p>All applications received within prescribed closing date will be screened by a Scrutiny committee constituted by Vice Chancellor. The committee will shortlist candidates based on relevant records and information given in application submitted by the candidates. Short-listed candidates will be invited for further selection process. In case of receipt of large number of applications, a suitable procedure as approved by the Executive Council will be adopted to shortlist candidates. The Shortlisted candidates will be called for further selection process.</p>
4.	<p><b><u>Scale of Pay: As per 7<sup>th</sup> CPC Pay Matrix Level-14 [Rs.144200-218200] plus applicable allowances except House Rent Allowance (HRA). The appointee should stay in the quarter which is earmarked for the post (situated at IMU-HQ premises).</u></b></p>
5.	<p><b><u>Other General Instructions :</u></b></p> <ol style="list-style-type: none"><li>Please read the general instructions and other conditions before preparing and submitting the application form.</li><li>The application form is a MS word document that may be filled by typing and printed out for signing and submission.</li><li>Please note that the candidates who are currently employed will have to submit a No-Objection Certificate (NOC) from their current employer. This no-objection certificate may be submitted along with the application form itself or at the latest, presented at the time of interview. The candidate can also submit his application through Proper Channel within specified time limit as per advertisement. This certificate is to ensure that selected candidates will be relieved from their current positions without undue delay.</li></ol>

6.

**General Conditions:**

Please note the following general conditions about the selection process for the post.

**The Indian Maritime University reserves the right:**

- i. to draw reserve panel or waiting list against the advertised vacancy;
- ii. to relax any of the qualifications/experience/age at its discretion;
- iii. not to fill up any or all the advertised posts (or) to cancel the recruitment at any stage;
- iv. to disqualify any candidate who indulges in canvassing of any kind;
- v. to modify/withdraw/cancel any communication made to the candidate, in case of any inadvertent mistake in the process of selection which may be detected at any stage before or after the issue of offer/order of appointment.

7.

**Submission of Application:**

- a) Applications, along with all the requisite documents as mentioned in the application form must be submitted by post (Speed / Registered) [or] in-person at IMU-HQ with acknowledgement.
- b) Incomplete & Late applications will not be considered.
- c) The closing date for receiving the applications at IMU-HQ is **45 days from the date of Advertisement Published in Employment News.**
- d) The Application, with the endorsement from the candidate's Present Employer (if applicable), should reach the Deputy Registrar(A,L&S) not later than the date of the interview. If the candidate is unable to produce the endorsement from his/her Present/ Previous Employer even on the date of the interview, for whatsoever reasons, he/she will not be permitted to take the interview.
- e) Duly filled & completed application forms to be sent to "**Deputy Registrar (A,L&S) ,Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai – 600119**".

8.

The following words: **Application for the post of Controller of Examinations, Indian Maritime University "on Direct Recruitment basis/Deputation"** shall be super-scribed on the envelope without fail.

9.

Candidates should submit their Applications only in the prescribed format.

10.

Candidates should submit the Application along with all the enclosures prescribed in Item no.14 of page no.6 of the application. IMU reserves the right to summarily reject any application which is incomplete in any aspect or does not have one or more of the prescribed enclosures. However, IMU reserves right to call for specific documents, in case of any requirement.

11.

Proof of **Service Qualification** should be furnished as specified in Item nos. 13 & 14. IMU reserves the right to summarily reject any Application that does not meet the requirement.

12.

The crucial date for determination of eligibility shall be the closing date prescribed for the receipt of applications by the University.

13.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of selection process, the reasons for not being called for the selection process / interview or for not being selected or for confirming the equivalence of qualifications/experience, etc.
14.	If any of the particulars furnished or statements made by the candidate are found to be false or wrong or incorrect, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without any prior notice. It may also lead to suitable disciplinary/ vigilance / criminal action as deemed fit.
15.	The selected candidate will be required to furnish a certificate in the prescribed format from his present/previous employer to the fact that he/she has not suffered any punishment and that no disciplinary or vigilance or criminal case is pending or contemplated against him/her. If he/she fails to produce the above Certificate within the prescribed time, his/her offer of appointment shall be treated as withdrawn/cancelled.
16.	Candidates must be in sound bodily health for medical fitness suitability.[As per Central Govt. norms]
17.	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.
18.	<b>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 the post. Qualifications obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.</b>
19.	Applicant shall keep a copy of filled application which shall be produced at the time of selection process.
20.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
21.	The candidates will be selected on the basis of the performance in the <b>Interview</b> for the post of Controller of Examinations. <b>The decision of IMU shall be final in this regard.</b> <b>NOTE:</b> The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Selection.
22.	No TA/DA will be paid either for attending the Interview or joining the post. However, TTA and joining time rules are admissible for deputation candidates.
23.	Candidates should bring all the <b>Original Certificates</b> and one set of Self-Attested photocopies, including the uploaded documents at the time of Certificate Verification, if called for.
24.	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 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/ Pay Slip/ Form-16, etc.].

25.	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 for direct recruits. Pay protection request, if any, shall be in accordance with FR of GoI. No request regarding higher start of Basic pay & allowances beyond Govt. /IMU rules can be considered, at any stage.
26.	<b>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.</b>
27.	Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. <a href="http://www.imu.edu.in">www.imu.edu.in</a>
28.	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.
29.	Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.
30.	<b>Disclaimer:</b> In case of any inadvertent error/omission in the details provided above, University's Rules/Regulations/Ordinance/Statute will prevail as final.
<b>DEPUTY REGISTRAR (A,L&amp;S) INDIAN MARITIME UNIVERSITY, HQ</b>	

**Date: 17.07.2021**