



**INDIAN MARITIME UNIVERSITY**  
(A Central University; Ministry of Ports, Shipping & Waterways)  
**T.S. CHANAKYA**  
Navi Mumbai Campus, Nerul, Navi Mumbai-400706  
(Tel: 27703876/20871976 Ext.297)

Advt.No.IMU- NMC/Rect./2022-23/02

21.09.2022

Applications are invited for the following posts *purely on contract basis*. The contract appointments would be for a period of *six* months initially and extendable based on performance during last tenure. Mode of Selection shall be Interview. Last date for submitting application is **10<sup>th</sup> October,2022**.

Applications along with all the supporting documents are to be mailed to [dradmin.navimumbai@imu.ac.in](mailto:dradmin.navimumbai@imu.ac.in). Interested/Eligible candidate should apply by filling the attached **Annexure 'I'** form. Only shortlisted candidates will be called for interview. No TA/DA is payable for appearing in the interview. The candidates have to bring their original certificates of their educational qualifications and work experience along with one set of Xerox copies of the same for verification while appearing for the interview. SOPs for Covid19 to be followed.

<b>On Contract Basis</b>			
<b>Sr.No.</b>	<b>Name of the post</b>		<b>Eligibility Criteria</b>
1.	<b>Deputy Registrar (01 No post.)</b>	➤ <b>Age limit:</b>	Not exceeding 65 years.
		➤ <b>Educational qualifications and Experience:</b>	<b>Essential:</b> Master's Degree with at least 55% marks and above. <b>Desirable:</b> 1. Recently retired officer of Group A service from CAG/PSU/Govt. Higher education institutions/IIT/State and Central Govt.offices handling administrative works. Or a retired service officer (Army/Navy/Air Force officer) of a similar qualification. 2. Deputy Registrar/Deputy Controller of examinations in State or Central Universities or 3. Assistant Registrar with at least 7 years of administrative experience in above Institutions. <b>Additional Requirement:</b> 1. Knowledge of procurement process 2. RTI 3. Government Rules
		➤ <b>Proposed remuneration:</b>	As per IMU Norms

2.	<b>Faculty (Nautical Science) (02 No post.)</b>	➤ <b>Age limit:</b>	Not exceeding 65 years.
		➤ <b>Educational qualifications and Experience:</b>	<b>Essential:</b> <b>(b)</b> Master (Foreign Going) Certificate of Competency. <b>(c)</b> Sailing experience for a minimum period of six months at management level within the meaning of STCW Convention in force. <b>Desirable:</b> <b>(d)</b> To have done VICT (TOTA) course and AECS.
		➤ <b>Proposed remuneration:</b>	As per IMU Norms

**Deputy Registrar (Admin.)**



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**Navi Mumbai Campus**

**Training Ship Chanakya**



**Annexure 'I'**

Application for the post of: \_\_\_\_\_

**1. Name in Full:**  
(in block letters)

**2. Date of Birth:** (dd/mm/yyyy) **Age:** (as on 10.10.2022)

**3. Present Address:**

**4. E-mail ID:**

**5. Contact nos.:**

**6. Permanent Address:**

**7. ID Details:**

(a) **Aadhar No.:**

(b) **PAN Card no.:**

**8. (a) Current Position/last position held**

**(b) Position held since:**

**(c) Present Salary/Last Pay drawn:**

**(d) Work address:**

**9. Notice required to join:**

**10. Qualification/Experience details:**

(i)

Sr. No.	Name & details of the qualification/experience	Yes/No	Remarks (if any)
1	Whether has all the Essential Qualification/Essential requirements for the post being applied		
2	Whether fulfilling criteria for experience for the post being applied.		
3	Whether fulfilling criteria for age for the post being applied		

(ii)

Sr. No.	Name & details of the essential qualification/requirement	Year of completion	Remarks (if any)



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## 11. Furnish details of Experience:

Sr. No.	Name of Department/ Organization/ Company	Designation /Post	Grade Pay/Pay Level/ Consolidated remuneration	From - To (duration)*	Nature of duties

Please mention total duration of experience

## 12. Academic Qualifications:

Qualification	Year	Board/University/ Institute	% Marks	Subjects/Branch/Stream
X				
XII				
Graduation/ Degree				
Post- Graduation (if Any)				

## 13. Any other information:

### **Declaration to be signed by the Candidate:**

I hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any material/information or given any false details, my candidature shall be liable to be summarily terminated without notice or compensation.

**Signature of the Candidate**

**Date:**

**Place:**