

**INSTRUCTIONS TO CANDIDATES FOR THE POST OF  
PRO-VICE CHANCELLOR ,IMU**

1.	The Indian Maritime University is looking for Pro-Vice Chancellor for its Headquarters presently located at Chennai, who is an outstanding Academician and whose interests will expand or complement the existing academic programs/administrative functions of the university. Indian Citizens are encouraged to apply for this position. Interested candidates may apply in the prescribed form which can be downloaded from the link available at <a href="http://www.imu.edu.in">www.imu.edu.in</a> .
2.	General Eligibility Conditions in respect of essential / Desirable Qualifications: <b>Please Refer attached/uploaded information in <a href="http://www.imu.edu.in">www.imu.edu.in</a>.</b>
3.	<b>Pay: As per AGP Level – 14 of 7<sup>th</sup> CPC Pay Matrix</b>
4.	<b><u>Other General Instructions :</u></b> a. Please read the instructions and general conditions before preparing and submitting the application form. b. The application form is a MS word document that may be filled on computer and printed out for signing and submission. c. 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 shall be submitted along with the application form itself. 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.

5.	<p><b><u>General Conditions:</u></b></p> <p>a. Please note the following general conditions about the selection process for the post.</p> <p><b>The Indian Maritime University reserves the right:</b></p> <ul style="list-style-type: none"> <li>i. to emphasize that the prescribed essential qualifications are the minimum ones and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large, the University at its discretion may restrict the number of candidates to be called for interview on the basis of qualifications/experience higher than the minimum prescribed in the advertisement; and decision of the Vice Chancellor in this regard shall be final.</li> <li>ii. to relax any of the desirable qualifications/experience at its discretion;</li> <li>iii. not to fill up any or all the advertised posts (or) to cancel the recruitment at any stage;</li> <li>iv. to disqualify any candidate who indulges in canvassing of any kind;.</li> <li>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.</li> </ul>
6.	<p><b><u>Submission of Application:</u></b></p> <ul style="list-style-type: none"> <li>a) Applications, along with all the requisite documents as mentioned in the application form must be submitted by post only (Speed /Post). No other mode of Application format is entertained.</li> <li>b) Incomplete &amp; Late applications will not be entertained.</li> <li>c) The last date for receiving the applications is 21 days from the date of publication in Employment News.</li> <li>d) The Application, with the endorsement from the candidate's Present Employer (if applicable), should reach the Vice Chancellor not later than the date of the interview. If the candidate is unable to produce the endorsement from his/her Present Employer within the permitted time limits, whatsoever reasons, he/she will not be considered for further process.</li> <li>e) Duly filled &amp; completed application forms to be sent to "<b>The Vice Chancellor, Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai – 600119</b>".</li> </ul>

7.	The following words: <b>Application for the post of Pro-Vice Chancellor, Indian Maritime University "on Direct Recruitment basis"</b> shall be super-scribed on the envelope without fail.
8.	Candidates should submit their Applications <u>only in the prescribed format.</u>
9.	Candidates should submit along with the Application all the enclosures prescribed in Item no.14. <u>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.</u>
10.	Proof of <b>Service Qualification</b> should be furnished as specified in Item nos. 13 & 14. <u>IMU reserves the right to summarily reject any Application that does not meet the requirement.</u>
11.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications by the University.
12.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result, the reasons for not being called for Selection process or for not being selected or for confirming the equivalence of qualifications/experience , etc.
13.	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.
14.	The selected candidate will be required to furnish a certificate (if applicable) in the prescribed format from his current 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.
15.	The Pay Fixation for re-employed pensioners will be governed by the extant Rules of Government of India, issued from time to time.
16.	<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>REGISTRAR</b> <b>INDIAN MARITIME UNIVERSITY</b>	

Advt.No. IMU-HQ/R/13/34/1/2019-Estt.(Rectt.Pro-VC) dtd. 06 .07. 2019

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