



INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping,
Government of India),
Chennai Campus
East Coast Road, Uthandi, CHENNAI – 600119

Ref. No. IMU/CC/Est/Recruit/LI&DLA/2012 dt. 10.10.2012

WALK IN INTERVIEW

IMU is looking for young, dynamic and dedicated persons with the following qualification and experience on CONTRACT basis for the posts as given below :

	Post /Discipline	Qualification	No. of posts (no. may vary)
01	Lab Instructor (Electrical)	* Matriculation with Diploma in - Electrical & Electronics Engineering (or) Electrical Engineering (or) * B.Sc. (Regular) in Electrical Engineering	01 no.
02	Lab Instructor (Electronics)	* Matriculation with Diploma in - Diploma in Electronics & Communication Engineering (or) Diploma in Electronics Engineering (or) * B.Sc. (Regular) in Physics / Electronics	01 no.
03	Lab Instructor (Control Engineering)	* Matriculation with Diploma in Diploma in Instrumentation & Control (or) Diploma in Electronics & Instrumentation	01 no.
04	Digital Library Assistant	* Bachelor of Computer Applications / Master of Computer Applications / B.Sc. (Communications / Graphics / Systems)	02 nos.
<p>Age : Not more than 30- years Desirable : For Lab Instructors : Minimum 5-yrs experience in University / Engineering College / Research Institute For Digital Library Assistant : Minimum 2-yrs of related work experience with websites, digital asset management, or systems administration Emoluments: Rs. 15,000/PM- to 18,000/PM- (commensurate with qualification / experience) Period : 6-months (contract extendable)</p>			

Interview Date and Reporting Time : **On Monday, 29.10.2012 at 10.00 a.m.**

Venue : Indian Maritime University, Chennai Campus,
East Coast Road, Uthandi, Chennai 600119

For Job profile, terms and conditions, visit IMU website www.imu.tn.nic.in

Candidates should report at the venue at 10.00 a.m. (for Certificates verification/ Written Test) alongwith duly filled-in application form (downloadable from IMU website) and with original certificates with one set of attested copy of certificates and immediately for the Interview at 11.30 a.m.

DIRECTOR
IMU, Chennai Campus

JOB PROFILE

LAB INSTRUCTORS

Position Descriptions:

- Primarily maintain and run undergraduate laboratories in the areas of electronics, microprocessors, communications, control systems, instrumentation, electrical machines, and power systems.
- Required to set up experiments and supervise students during laboratory sessions and handle all aspects of laboratory preparation as needed.

Responsibilities include:

- Teaching and assisting laboratory practical sessions
- Preparing equipment and experimental set ups for lab sessions
- Preparing laboratory manuals and standard laboratory procedures under faculty supervision
- Grading laboratory reports and assisting in laboratory related activities
- Initiate Procurement process for electronic/electrical components required for experiments under faculty supervision.
- Ensuring quality control, routine equipment maintenance and safety procedures and inventory management
- Good communication and presentation skills in English
- Organizing and cataloging lab and sample materials
- Other support duties as required

Experience :

With a minimum of Five-years preferably with laboratory development/teaching at engineering college level and with strong oral/written communication skills in English

Experience (Desirable):

- In conducting lab sessions for electrical/ electronic /marine engineering courses at Engineering College level
- In design of experiments
- In using laboratory software applications such as Matlab, Simulink, LabView, Pspice
- In the use of LabView with National Instruments equipment
- In interfacing laboratory equipment with computers
- In the use of electrical, electronic, and communications laboratory equipment such as function generators, logic analyzers, oscilloscopes, power supplies, multimeters, tachometers, wattmeters, etc.
- In system integration
- In Hardware trouble shooting and equipment calibration

JOB PROFILE

DIGITAL LIBRARY ASSISTANT

- Organize, coordinate and perform digital library activities Relationships
- Basic knowledge of Adobe PhotoShop to edit digital images
- Proficient with personal computers and in Microsoft Office applications (Word and Excel).
- Strong organization skills and attention to detail.
- Ability to coordinate and prioritize large and diverse workload to meet deadlines.
- Strong problem solving skills. Effective oral and written communication with work teams and other resources to accomplish goals.
- Excellent interpersonal and team skills.
- Innovative, resourceful and collaborative.
- Initiative to work independently and proactively.
- Excellent typing skills.



INDIAN MARITIME UNIVERSITY, CHENNAI

APPLICATION FORM

Advt. No.	IMU/CC/Est/Recruit/LabInstructors/2012 dt. _____
Post applied for	LAB INSTRUCTORS <input type="checkbox"/>
	DIGITRAL LIBRARY ASSISTANT <input type="checkbox"/>

Photograph

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status	Married / Unmarried
4.	Sex	Male / Female
5.	a. Permanent address (with phone no. and e-mail if any)	b. Address for correspondence (with phone no. and e-mail if any)
6.	Date of birth (please enclose attested copy of certificate)	
7.	Are you a citizen of India? (If no, please provide details).	
8.	Category (GEN/SC/ST/OBC) (please enclose attested copy of certificate)	
9.	If you are employed, please state the –	Name of Employer
		Present basic pay
		Scale of pay / pay band

12.	Additional Remarks : (Applicants may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above)
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13.	Details of enclosures sent with the application with each indexed:
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GENERAL TERMS AND CONDITIONS (CONTRACT BASIS) :

- * Candidates should bring their application only in the prescribed format given. Candidates should enclose attested copies of certificate, in support of age, Community, educational qualification, experience etc.
- * Candidates should furnish their telephone/cell. numbers and e-mail ID for fast-track purposes.
- * The University reserves the right not to appoint anyone for the position advertised.
- * Canvassing in any form will disqualify the candidates.
- * The University reserves the right to correct any typographical error(s) in the notification.

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date :

(Signature of the Candidate)