



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

IMU requires the services of suitable officials on **Deputation** for immediate requirements:

		Section Officer	Personal Assistant	Senior Assistant	Junior Assistant
A	Qualification	# Bachelor's Degree in any Discipline	# A Pass in Bachelor Degree # Shorthand Lower / Junior grade in English(80 wpm) # Typewriting Higher / Senior grade in English (45 wpm)	# Bachelor's Degree in any Discipline # Knowledge of computer Applications.	# Bachelor's Degree in any Discipline # Typewriting Lower / Junior grade in English (30 wpm) # Knowledge of computer Applications.
B	Experience	# Officials holding analogous post with experience in handling Vigilance matters (or) a service of 3-years in the category of Office Superintendent / Sr. Asst. with experience in handling Vigilance matters	# 5-years experience in office work in an educational institution / Government Office	# Officials holding analogous post or a Service of 3 years in a Supervisory post with experience in handling Vigilance matter is preferred	# Officials holding analogous post with Experience in handling Vigilance matters is preferred
	Age	Not above 56-Yrs	Not above 56-Yrs	Not above 56-Yrs	Not above 50-Yrs
C	Scale of Pay	9300-34800 / GP-4600	9300-34800 / GP-4200	9300-34800 / GP-4200	5200-20200 / GP-1900
D	No. of Posts required	01 *	01 *	01 *	01 *

* No. of posts required may vary

The filled in applications through proper channel should reach The Deputy Registrar (Administration), Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before 24.04. 2012.

Visit IMU web site for terms and conditions.

Applications can be downloaded from the website www.imu.tn.nic.in

REGISTRAR i/c

TERMS AND CONDITIONS

01	Candidates should send their application only in prescribed format given below. Candidates should enclose attested copies of certificate, in support of age, Community, educational qualifications, experience etc., along with the filled in application through proper channel in a sealed envelope.
02	The SC/ST/OBC/PH candidates are eligible for concession and relaxations as per Government of India Rule.
03	Candidates should furnish their telephone and fax numbers and e-mail ID for fast-track purposes.
04	Attested copies of ACRs pertaining to last five years should be enclosed by the present employer along with the Vigilance Certificate.
05	The University reserves the right not to appoint anyone for the position advertised.
06	Canvassing in any form will disqualify the candidates.
07	The name of the position applied for shall be superscribed on the envelop without fail. In case of applying for more than one post, separate applications have to be submitted.
08	If the cover containing an application is not marked properly as per the information given above, it is likely to be misplaced. The University does not take any responsibility of such misplaced applications.
09	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of written test/interview and reason for not being called for written test/interview and not being selected.
10	Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard.
11	The filled in applications should reach The Deputy Registrar (Administration), Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before 24.04. 2012.
12	It is again emphasized that if an application not prepared as per instructions given above, the application will be summarily rejected, without any communication.
13	The University reserves the right to correct any typographical error(s) in the notification.
REGISTRAR i/c INDIAN MARITIME UNIVERSITY	



INDIAN MARITIME UNIVERSITY, CHENNAI

APPLICATION FORM

Advt. No.	
Post applied for	SECTION OFFICER / PERSONAL ASSISTANT / SENIOR ASSISTANT / JUNIOR ASSISTANT

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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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)

Endorsement by the PRESENT EMPLOYER

Forwarded to the Indian Maritime University, Chennai, India :

The _____ applicant _____ Dr./Mr./Mrs./Ms.

_____ ,
who has submitted this application for the post of _____

in the Indian Maritime University, Chennai, has been working in this organization, namely

_____ in the post of

in a temporary / permanent capacity with effect from _____ in the Scale

of Pay / Pay Band of Rs. _____.

He / She is drawing a basic pay of Rs. _____.

His / Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant.

There is no objection for his/her application being considered by the Indian Maritime University.

(Signature of the forwarding officer with Seal)

Name : _____

Designation : _____

Place : _____

Date : _____

To

The Deputy Registrar (Administration)
Indian Maritime University
East Coast Road, Uthandi,
Chennai – 600119