



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

Contract Appointment

IMU requires the services of suitable persons having good knowledge in Finance / Administration and University functioning for the post of Assistant Registrar in Indian Maritime University, Mumbai Campus **ON CONTRACT**.

Retired persons:

Age : Not more than 61 years

Eligibility : Pay Band at the time of retirement 9300–34800; GP:4600 or 15600– 39100; GP:5400

Others:

Qualification : Master's degree with atleast 55% marks or its equivalent grade of B in the UGC prescribed seven point scales along with a good academic record.

Period of Engagement : Initially for a period of six months. May be extended based on the performance and requirement. In case of reemployment may be extended upto the age of 62 years.

Consolidated emoluments: Rs. 40,000/- (inclusive of all)

The eligible and willing candidates may send the applications duly filled in the enclosed format to the Deputy Registrar (Administration), Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119.

The last date for receipt of filled in application is **10.05.2012**

Visit IMU Website <http://www.imu.tn.nic.in>, for terms and conditions.

REGISTRAR i/c

GENERAL 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.
02	Candidates should furnish their telephone and fax numbers and e-mail ID for fast-track purposes.
03	The University reserves the right not to appoint anyone for the position advertised.
04	Canvassing in any form will disqualify the candidates.
05	The name of the position applied for shall be superscribed on the envelope without fail.
06	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.
07	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.
08	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.
09	The filled in applications should reach The Deputy Registrar (Administration), Indian Maritime University, East Coast Road, Uthandi, Chennai 600 119 on or before 10.05.2012 .
10	It is again emphasized that if an application not prepared as per instructions given above, the application will be summarily rejected, without any communication.
11	The University reserves the right to correct any typographical error(s) in the notification.
	REGISTRAR i/c INDIAN MARITIME UNIVERSITY



**INDIAN MARITIME UNIVERSITY
EAST COAST ROAD, CHENNAI 600 119**

APPLICATION FORM

Advt. No.	
Post applied for	ASSISTANT REGISTRAR (ON CONTRACT) at IMU Mumbai Campus

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)

To

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