

GENERAL INSTRUCTIONS TO THE CANDIDATES

OPENING DATE FOR SUBMISSION OF ONLINE APPLICATION	27.04.2022
CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION	10.06.2022 (until 23.59hrs.)
<u>ADVT NO. IMU-HO/R/13/15/5/2021-Estt.(R) dtd. 30.04.2022</u> (Employment News)	
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF APPLICATION. THE APPLICANTS ARE ADVISED TO FILL IN ALL THEIR PARTICULARS IN THE APPLICATION CAREFULLY AS SUBMISSION OF WRONG INFORMATION MAY LEAD TO REJECTION AT ANY STAGE OF SELECTION PROCESS.	

- *The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.*
- *The candidate shall be solely responsible for any loss or hardship caused to him due to his non-adherence to these instructions.*
- *Candidate must be a citizen of India.*
- *The candidate is requested to visit IMU's website periodically to keep track of new announcements and changes if any.*
- *This site is best viewed with screen resolution of 1024x768 pixels or higher, using Internet Explorer 9 / Mozilla Firefox 16 / Google Chrome 23 or higher.*
- *For any difficulty in filling the online application form, please send an email to support@registernow.in for Technical Support and recruitment_cd@imu.ac.in for Non-Technical Support indicating the problem faced.*

1. There are 7 steps in the online Application process:

- (i) Basic Registration
- (ii) Personal details
- (iii) Educational Qualification details
- (iv) Relevant/Other Experience details
- (v) Photo, Signature and Documents upload in the appropriate places
- (vi) Payment of Application Fee (Please see Instruction 19 & 20 below)
- (vii) Generation of 'Application Preview'

Note: Once the Payment of Application Fee is completed, editing of the Online Application any further is not permitted.

2. After '**Basic Registration**', use the system-generated **User ID** and **Password** received via SMS and Email for subsequent logins to complete the rest of the Online Application.

3. The application shall be submitted only through the online mode; **the candidate need not send any hard copy/online printed application.**

4. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications.

5. Candidates shall **upload self-attested photocopies of the following documents** at the time of Online Application: -

- (a) 10th standard certificate or equivalent in support of Date of Birth.
- (b) Community certificate in respect of SC/ST/OBC (Non Creamy Layer)/EWS candidates (If applicable).
- (c) U.G degree certificate and mark sheets or grade certificate where applicable

- (d) PG degree certificate and mark sheets or grade certificate where applicable
- (e) Ph. D Certificate where applicable
- (f) Candidates applying under **Category-3 (Mariners)** shall fill in their sailing experience in the prescribed format and upload it in the relevant field.
- (g) Candidates applying under **Category-4 (Naval Officers)** shall upload endorsement from present/previous employer (Indian Navy) as the case may be in the prescribed format.
- (h) Other documents as applicable as per the Eligibility Criteria.
- (i) Candidates shall download applicable prescribed formats from the landing/main page of the portal.
- (j) Except photo and signature, all the documents should be uploaded only in PDF format.**

“WARNING”: THE RELEVANCY OF QUALIFICATIONS AND THE SCREENING OF APPLICATIONS WILL BE ASCERTAINED BY AN EXPERT SCRUTINY COMMITTEE. CANDIDATES MUST ENSURE THAT ALL THE INFORMATION PROVIDED IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATION IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED.

6. Candidates shall **upload Declaration of Minimum Service and Educational Qualifications (as per prescribed format) signed by him/her and duly attested by a Notary Public.**
7. A candidate will be eligible to get the benefit of community reservation only in case the particular community to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General/EWS category but subsequently writes to IMU to change his/her category, such request shall not be entertained by the IMU. **[If applicable]**
8. Candidates seeking reservation benefits available for SC/ST/OBC- NCL/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. Community certificate by candidate seeking reservation as SC/ST/OBC-NCL/EWS, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ST/OBC-NCL/EWS and the village/ town the candidate is ordinarily a resident of. **[If applicable]**
9. The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST/OBC-NCL/Ex-Servicemen/PwD as per GOI norms, **if post is reserved for them.** SC/ST/OBC-NCL Candidates have to produce a relevant certificate in prescribed proforma.

10. Age Relaxation for Ex-Servicemen:

In case of Ex-Servicemen: It is purely for the purpose of Age Relaxation only & Not for any other relaxed standard (or) preference in any part of selection process.

AGE LIMITS: The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go

through the below instruction regarding Concessions & Relaxations.

CONCESSIONS & RELAXATIONS:

(a) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by three years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of three years of Military Service and whose assignment has been extended beyond three years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the IMU.

NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt.

(b) In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces:-

(i) In case of Commissioned Officers including ECOs/SSCOs: Army: Directorate of Personnel Service, Army Headquarters, New Delhi. Navy: Directorate of Personnel Services Naval Headquarters, New Delhi. AirForce: Directorate of Personnel Services, Air Headquarters, New Delhi.

(ii) In case of JCOs/ORs and equivalent of the Navy and Air Forces: Army: By various Regimental Record Offices. Navy: Naval Records, Bombay Air Force: Air Force Records, New Delhi.

11. Candidates must be in sound bodily health. Selected candidates are required to produce medical fitness certificate as per IMU's requirement.
12. If a candidate's application is incomplete in any respect, his application is liable to be summarily rejected. However, IMU has the right to call for additional information, if needed.
13. **MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for the posts. Qualification obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.**
14. In case of receipt of large number of applications, IMU reserves the right to restrict the number of candidates to be called for recruitment process to a reasonable limit on the basis of qualifications, level of relevant experience, etc.
15. The invitation of candidates for Interview conveys no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Competent Authority of IMU.

16. Applicant shall keep a print out of filled-in application which shall be produced at the time of selection process.
17. Candidates employed in Government/Semi-Government/Autonomous Bodies/PSUs/Educational Institutions should obtain NOC (in the prescribed format) from the present employer and upload online. However, application without NOC will also be considered provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of Interview.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
19. The Application Fee is Rs.700/- + applicable GST for SC/ST candidates and Rs.1000/- + applicable GST for all other candidates. It is non-refundable.
20. The Application Fee shall be paid only Online.
21. **Shortlisted Candidates will be called for Personal Interview at IMU Headquarters in Chennai.** No TA/DA will be paid for attending the Personal Interview.
22. Candidates should bring all the **Original Certificates** and one set of Self-Attested photocopies, including the uploaded documents at the time of Personal Interview.
23. In respect of the proof of the required minimum Service Qualification, the candidates shall produce original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relief/ Proof of date of Joining and latest Pay Certificate] during Interview.
24. If any discrepancies or false claims are detected in the documents uploaded at the time of the Online Registration and/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification, IMU reserves the right to disqualify the candidate from attending the Interview.
25. **No correspondence** will be entertained from candidates regarding the Personal Interview, the reasons for not being called for Interview or for not being selected, etc. (except Online Application Portal technical issues & payment disputes, if any)
26. **Canvassing** in any form will disqualify the candidates.
27. IMU reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. **The number of positions is thus open to change.**
28. If any of the particulars furnished or statements made by the candidate are found to be false/wrong/incorrect, his/her appointment (if selected) is liable to be terminated summarily by IMU without prior notice, at any stage.
29. A candidate selected, if already working in Central/State Government/PSUs/Autonomous bodies or its Department/Agencies will be required to furnish a certificate in the prescribed format from his current employer at the time of acceptance of offer of appointment to the effect that he has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him. If he fails to produce the above Certificate within the prescribed time, his offer of appointment shall be treated as withdrawn.
30. Candidates selected under direct recruitment will be covered under the New Pension Scheme only. IMU is not covered by old Pension Scheme. Hence,

transfer of service benefits from existing organization to IMU is not possible. Also, No TTA and other joining allowances claims are admitted.

31. Even if initially appointed to a particular Campus, the Campus Director shall be liable for transfer to any other Campus or to any equivalent post.
32. **Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through candidate's registered email only.**
33. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e., www.imu.edu.in
34. In the event of any discrepancy between Hindi and English versions in the advertisement, the English version will prevail.
35. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

Date: 27.04.2022

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