

GENERAL INSTRUCTIONS TO THE CANDIDATES

OPENING DATE FOR ONLINE APPLICATION	03.02.2023
CLOSING DATE FOR ONLINE APPLICATION <u>ADVT NO. IMU-HQ/R/NT/2023/01 dated 03.02.2023</u>	05.03.2023 before 23.59hrs.
THE DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED CLOSING DATE FOR SUBMISSION OF THE 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, and 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/her non-adherence to these instructions.*
- *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 a screen resolution of 1024x768 pixels or higher, using Internet Explorer 9 / Mozilla Firefox 16 / Google Chrome 23 or higher.*
- *For any difficulty in filling out the online application form, please send an email to support@registernow.in for Technical Support and ntrecruitment2023@imu.ac.in for Non-Technical Support indicating the problem faced.*

1. The application shall be submitted only through the online mode; candidates applying on Direct Recruitment mode need not send any hard copy/online printed application. Candidates applying on deputation basis are required to submit the online application as advance copy. However, their candidature for interview to the post applied for would be considered only after receipt of the application through proper channel from the parent organization along with the certified copies of ACRs/APARs for the preceding five years, Vigilance Clearance Certificate and disciplinary clearance certificate.
2. 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 Instructions 16 & 17 below)
 - (vii) Generation of 'Application Preview'/'Print Application'

Note: Once the payment of the Application Fee is completed, any further editing of the online application is not permitted.

3. After '**Basic Registration**', use the system-generated **User ID** and **Password** received via SMS/Email for subsequent logins to complete the rest of the Online Application.
4. The crucial date for the 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 Registration: -

- (a) 10th standard certificate or equivalent in support of Date of Birth.
- (b) 12th standard certificate or equivalent
- (c) Community certificate in respect of SC/ST/OBC (Non Creamy Layer)/EWS candidates (If applicable).
- (d) Diploma certificate and mark sheets or grade certificate where applicable
- (e) U.G degree certificate and mark sheets or grade certificate where applicable
- (f) PG degree certificate and mark sheets or grade certificate where applicable
- (g) Other documents as applicable as per the Eligibility Criteria.
- (h) Except photos and signatures, all the documents should be uploaded only in PDF format.

“WARNING”: THE RELEVANCY OF QUALIFICATIONS AND THE SCREENING OF APPLICATIONS WILL BE DONE 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 THE 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. **Absorption- AE (Civil/Electrical) on Deputation Category:** A Deputationist possessing a degree in Civil Engineering or Electrical Engineering as applicable and who has worked as Assistant Engineer (Civil)/ Assistant Engineer (Electrical) satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization and his suitability for absorption being assessed by the Selection Committee.
7. The candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement/ Recruitment Rules before applying for these posts and must satisfy themselves with the eligibility for the position to which they are applying.
8. The age limit shown against all positions is the normal age limit and the age is relaxable for SC/ST/OBC-NCL as per GOI norms, **if a post is reserved for them.** SC/ST/OBC-NCL Candidates have to produce a relevant certificate in prescribed proforma. Age relaxation is applicable for Ex-Servicemen/PwD as per GoI norms.
9. A candidate will be eligible to get the benefit of community reservation only in case the particular community to which the candidates belongs 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.
10. Persons with disabilities, can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such posts by a general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with disabilities can avail the benefit of reservation and other Concessions & Relaxations as permissible under the rules only when the degree of physical disability is 40% or more and the posts are reserved for PwD candidates.

11. 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]**

12. Horizontal Reservations:

1) In the 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 the 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 the case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by five 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 five years of Military Service and whose assignment has been extended beyond five years as of the 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. Air Force: 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.

2) In case of PWDs: The relaxed standard (or) preference, if any, shall be as per GoI guidelines issued for the posts reserved for PWDs and as per provisions of the Rights of PwDs Act, 2016.

Age relaxation to Persons with disabilities:

- i) Age relaxation to persons with disabilities will be given as per GoI Rules. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability.
- ii) Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

The definition of different categories of disabilities, for the purpose of age relaxation, will be same as given in DoP&T's O.M. No. 36035/2/2017-Estt(Res) dated 15.01.2018.

13. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as IMU may require.
14. 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/document, if needed.
15. **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 at least the essential qualifications laid down for the posts. The qualification obtained has to be from a recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.**
16. The Application Fee for Direct Recruitment and Deputation is Rs.700/- + applicable GST for SC/ST candidates and Rs.1000/- + applicable GST for all others. It is non-refundable. Candidates applying for more than one post should apply separately for each post and submit fee for each post.
17. The Application Fee shall be paid only Online.
18. **Recruitment Type (Direct):** Persons employed in Government/Semi-Government/Autonomous Bodies/ PSUs/Educational Institutions may intimate in writing to their present employer regarding submission/applying for the relevant post at IMU against this advertisement. However, NOC is required to be submitted at the time of Interview (or) before, if shortlisted.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
20. There shall be a Computer-based Test (**Online CBT**) for the posts of Assistant Registrar, Assistant Registrar (Finance) and Assistant Engineer (Civil/ Electrical) **under Direct Recruitment**. The tentative schedule is indicated below: -

Name of the Post	Tentative date for the online test
Assistant Registrar	26.03.2023 [09.00 AM to 11.00 AM]
Assistant Registrar Finance	26.03.2023 [12.00 PM to 02.00 PM]
Assistant Engineer (Civil)	26.03.2023 [03.00 PM to 05.00 PM]
Assistant Engineer (Electrical)	26.03.2023 [03.00 PM to 05.00 PM]

21. The Online Computer-based test for each post will consist a total of **120** multiple choice questions and the duration of the test will be **120 minutes**.

22. Syllabus for online CBT :

<p><u>Assistant Registrar:</u></p> <p>General English – 30 Marks (Higher Secondary level) Logical Reasoning – 30 Marks Numerical Reasoning – 30 Marks Domain Knowledge – FRSR, GFR, GeM, Establishment, GoI Rules etc., - 30 Marks</p>
<p><u>Assistant Registrar (Finance):</u></p> <p>General English – 30 Marks (Higher Secondary level) Logical & Numerical Reasoning – 30 Marks Domain Knowledge-I – Financial Accounting, Cost Accounting, Financial Management, Commerce and Taxation - 30 Marks Domain Knowledge-II – Income tax, GST, GFR, GeM, PFMS, NTRP, Service Rules etc., - 30 Marks</p>
<p><u>Assistant Engineer (Civil):</u></p> <p>General English – 30 Marks (Higher Secondary level) Logical & Numerical Reasoning – 30 Marks Domain Knowledge – 60 Marks – Refer <u>Annexure-1</u> for syllabus</p>
<p><u>Assistant Engineer (Electrical):</u></p> <p>General English – 30 Marks (Higher Secondary level) Logical & Numerical Reasoning – 30 Marks Domain Knowledge – 60 Marks – Refer <u>Annexure-2</u> for syllabus</p>

23. There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-fourth (1/4) of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

24. The Online CBT will be held simultaneously in the following 12 cities (**Test Centres**) across India:

1. New Delhi	2. Lucknow	3. Patna	4. Kolkata
5. Guwahati	6. Hyderabad	7. Chennai	8. Cochin
9. Bangalore	10. Mumbai	11. Bhopal	12. Jaipur

25. A given City or Test Centre may have one or more Test Venues depending on the number of candidates opting for the City.

26. A candidate should give **3 preferences** for the cities where he/she wishes to take the CBT while registering online. While every effort will be made to accommodate a candidate within his/her 3 preferred cities, IMU reserves the right to divert applicants to the nearest cities if sufficient number of

candidates are not forthcoming in certain cities, and also if there are too many candidates for a particular city.

27. The name and address of the Test Venue will be indicated on the **Hall Ticket/Admit Card** and candidates are requested to be present at the Test Venue at least **60 minutes** before the time of commencement of the Online CBT.
28. Important Note: The category-wise minimum level of suitability in Screening Test will be **UR/EWS/OBC-NCL- 50%, SC/ST- 45% (if post is reserved)**.
29. Weightage for Screening Test & Personal Interview shall be **85%** and **15%** respectively for Direct Recruitment mode and **100%** for Personal Interview for Deputation mode.
30. Applicant shall keep a printout of the filled-in application which shall be produced at the time of the selection process.
31. IMU reserves the right to restrict the number of candidates to be called for recruitment process to a reasonable limit based on the basis of qualifications, level of relevant experience, etc. in case of receipt of large number of applications on deputation basis.
32. The invitation of candidates for the Interview conveys no assurance whatsoever that they will be selected.
33. **Candidates who are shortlisted based on the Online CBT scores will be called for Personal Interview at IMU Headquarters in Chennai.** No TA/DA will be paid either for attending the Online CBT or the Personal Interview.
34. Candidates should bring their **Original Certificates** and one set of Self Attested photocopies, including the uploaded documents at the time of the Personal Interview.
35. 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.
36. Notwithstanding the fact that a candidate may have cleared the Online CBT, 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.
37. **No correspondence** will be entertained from candidates regarding the conduct of the Online CBT (except Online Application Portal technical issues & payment disputes, if any) or the Personal Interview, the reasons for not being called for an Interview or for not being selected, etc.

38. **Canvassing** in any form will disqualify the candidates.
39. 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.**
40. 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, at any stage.
41. 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/her 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/her offer of appointment shall be treated as withdrawn.
42. Candidates selected under direct recruitment will be covered under the New Pension Scheme only. IMU is not covered by the old Pension Scheme. Hence, transfer of service benefits from the existing organization to IMU is not possible. Also, TTA and other joining allowances are not admissible.
43. Even if initially appointed to IMU Headquarters or a particular Campus, the candidate shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
44. **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 the candidate's registered email only.**
45. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in.
46. For discrepancies, if any, in the Advertisement published in Hindi in Employment News-Hindi, the English version of the Advertisement published in Employment News Weekly (English) and on IMU's website will prevail.
47. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

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Registrar