



**INDIAN MARITIME UNIVERSITY**  
(A Central University under the Ministry of Shipping,  
Government of India),  
East Coast Road, Semmencherry,  
Sholinganallur (PO), Chennai – 600119

**APPLICATION FOR THE POST OF DEPUTY REGISTRAR (on Deputation)**

*Note:* (1) Please download the relevant Application form and carefully go through the 'Instructions' and the 'Recruitment Rules' for this post appended to the Application form.

(2) Even if initially appointed to a particular Campus, the Deputy Registrar shall be liable for transfer to any other Campus/IMU Headquarters.

Advt. No. IMU/HQ/Estt/Rectt-Deputation/2018/01 dt.

**ON DEPUTATION**

Affix recent  
Passport size  
Photograph

Indicate your order of preference for place of initial posting		1. ----- 2. ----- 3. -----
1	Name in full (in capital letters)	
2	Father's Name	
3	Marital Status	Married / Unmarried
4	Sex	Male / Female ____ / _____
5	a) Date of birth (Day/Month/Year)  b) Age as on the last date for receipt of applications by the University	____ / ____ / ____  Years ____ Months ____ Days
6	Are you a citizen of India?	Yes / No
7	Community (GEN/SC/ST/OBC)	



10. *Details of Employment:* Please give particulars of your present and past employment in **Reverse** chronological order, starting with the present one.

Sl. No.	Organization/ Institution	Whether Government/ ** Quasi-Govt./ Private	Position held	Date of joining	Date of leaving	Scale of Pay/ Pay Band/ Grade Pay

\*\*Public Universities and equivalent Educational Institutions, Government-aided Colleges, Public Sector Undertakings and other such Autonomous Organizations will be considered as 'Quasi-Government'.

11. Details of Certificates/Testimonials/Commendations/Awards received and Publication of Books/Journals, if any:

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12. *Category*: Candidates for the post of Deputy Registrar may be drawn from any of the 5 Categories given below. Please go through the qualifications prescribed for the post of Deputy Registrar in IMU's Recruitment Rules appended to this application form. ***Note : If a candidate's experience spans more than one Category/sub-Category, the same will be added to arrive at his eligibility. ( Pls Tick applicable)***

<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>	<b>Category 5</b>
<i>(From Universities / Research Establishments)</i>	<i>(From Major Ports)</i>	<i>(From PSUs/ Public Sector Banks or FIs)</i>	<i>(From Mariners)</i>	<i>(From Group A Officers of Central / State Governments)</i>

13. *Fulfillment of Educational and Service Qualifications*: Please fill the relevant fields pertaining to *your Category only*. Self-attested photocopies should be furnished as 'proof' for each item.

<b>Category 1</b>	
(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) Service as Deputy Registrar or Deputy Controller of Examinations or equivalent in any Central or State University/ IIT/ NIT/ IIM/ Research Establishment	____years____months____ days
(iii) Service as Assistant Registrar in any Central or State University/ IIT/ NIT/ IIM/ Research Establishment	____years____months____ days
(iii) Working knowledge of Computers	Yes/ No

<b>Category 2</b>	
(i) Marks or equivalent grade in Master's Degree	_____ years____months____ days
(ii) Service as an Officer who is working not below the rank of Deputy Secretary or equivalent in any Major Port	_____ years____months____ days
(iii) Working knowledge of Computers	Yes/ No

<b>Category 3</b>	
(i) Marks or equivalent grade in Master's Degree	_____ Percent/ Grade
(ii) Relevant administrative experience	
a) in a grade not lower than E-1 (Executive) in Public Sector Undertakings; or	____years____months____ days
b) in a grade not lower than Scale – I (Probationary Officer) or equivalent in Public Sector Banks / Financial Institutions; or	____years____months____ days
c) With total monthly emoluments in any Public Limited Company not less than that of E-1 (Executive) in Public Sector Undertakings.	____years____months____ days
(iii) Working knowledge of Computers	Yes/ No

<b>Category 4</b>	
(i) Master (FG) Certificate of Competency/ MEO Class I Certificate of Competency	Yes/ No
(ii) Sailing experience of minimum of one year at Management level within the meaning of STCW Convention in force	___years___months___days
(iii) Experience in Maritime industry in one or more of the following areas: a) Sailing experience at management level [beyond the prescribed minimum of one year indicated in (ii) above]; b) Teaching Nautical Science or Marine Engineering in a recognised maritime institution; c) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognised Classification Society; d) Technical Superintendent in any reputed Ship-owning or Ship-managing Company.	___years___months___days  ___years___months___days  ___years___months___days  ___years___months___days
(iv) Working knowledge of computers	Yes/ No

<b>Category 5</b>	
(i) Service as Group A officer of Central/State Governments not below the rank of Joint Secretary in State Governments or Deputy Secretary in Central Government	___years___months___days
(ii) Working knowledge of computers	Yes/No

**Note:** Candidates to provide necessary proof of above details relevant to their Categories.

Are you holding an <u>analogous</u> post? If 'Yes', indicate the name of the post with Pay Band and Grade Pay	Yes / No  _____  _____
Service as analogous post on regular basis	____years___months___days

14. Details of Enclosures to be sent with the Application:

a) *The following enclosures are common to **all the above categories** of candidates:*

1. Self-attested photocopies of 10<sup>th</sup> standard certificate or equivalent in support of Date of Birth.
2. Self-attested photocopies of Community certificate.
3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/Awards received and Publication of Books/Journals, if any.
4. Self-attested Service Certificate / Experience Certificate including current designation from the organization.
5. Self-attested copies of last pay certificate/ salary certificate with all details including Pay Matrix/Basic/Grade Pay/Total Emoluments/etc.
6. No Objection Certificate from the present employer.
7. Self-attested copies of U.G./P.G./other Educational Certificates

b) *Enclosures applicable to **Category 4** candidates:*

1. Self-attested photocopies of MEO Class I Certificate of Competency/ Master (FG) Certificate of Competency.
2. Self-attested photocopies of relevant documents as proof of sailing experience at Management level.
3. Self-attested photocopies of relevant documents as **proof of Service Qualifications** claimed in Item no. 13 – Category 4 – (iii).

15. **DECLARATION**

- (i) I declare that I have carefully read and fully understood the various instructions, Recruitment Rules for the post and other conditions and I hereby agree to abide by them.
- (ii) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (iii) I declare that I have not suffered any punishment so far in my career and that no disciplinary or criminal case is pending against me.
- (iv) I am aware that if any of the particulars furnished or statements made by me in the application are found to be false, my appointment (if selected) is liable to be terminated summarily by IMU without any notice and I agree to the same.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

To

**The Registrar**

Indian Maritime University, Headquarters,  
East Coast Road, Semmencherry, Sholinganallur(PO) , Chennai – 600119.

**Endorsement from the Present Employer**

The application of Dr./Mr./Mrs./Ms. \_\_\_\_\_, submitted for the post of **Deputy Registrar** in the Indian Maritime University is forwarded to *the Registrar, Indian Maritime University, Chennai, India*. He/She is working in this organization, viz. \_\_\_\_\_

\_\_\_\_\_ in the post of \_\_\_\_\_ in a temporary/permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay Band / Grade Pay of Rs. \_\_\_\_\_.

He/She is drawing a basic pay of Rs. \_\_\_\_\_.

Further, it is certified that the applicant has not suffered any punishment and that no disciplinary or criminal case is pending/ contemplated against him/her.

(Signature of the forwarding officer with Seal)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

To

**The Registrar,**  
Indian Maritime University,  
East Coast Road,  
Semmencherry, Sholinganallur (PO),  
Chennai - 600119



## INSTRUCTIONS

1.	The following words: " <b>Application for the post of Deputy Registrar, Indian Maritime University on Deputation basis</b> " Advt. No. IMU/HQ/Estt/Rectt-Deputation/2018/01 dt. _____ and shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only in the prescribed format/mode</u> .
3.	Candidates should submit along with the Application all the enclosures prescribed in Item no. 14 or elsewhere. <u>IMU reserves the right to summarily reject any Application incomplete in any respect or does not have one or more of the prescribed enclosures.</u>
4.	<b>The Application on Deputation should be forwarded through the present Employer</b> so as to reach the Registrar, Indian Maritime University, East Coast Road, Semmencherry, Sholinganallur (PO), Chennai 600 119 within 45 days from the date of publication in employment news.
5.	If a candidate applying on deputation feels that there may be delay in getting endorsement from his Present Employer, <b>he/she may send an advance copy of his/her Application, complete in all other respects, directly so as to reach the Registrar</b> within 45 days from the date of publication in employment news. IMU will process such applications and even issue notices for interview if the candidates are otherwise eligible. <b>The Application, with the endorsement from the candidate's Present Employer, should reach the Registrar not later than the date of the interview.</b> If the candidate is unable to produce the endorsement from his/her Present Employer even on the date of the interview, for whatsoever reasons, he/she will not be permitted to take the interview. Candidates who submitted application are not allowed to withdraw in case of selection.
6.	The crucial date for determination of eligibility shall be the last date prescribed for the receipt of applications.
7.	No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview, the reasons for not being called for interview or for not being selected, etc.
8.	Canvassing in any form will disqualify the candidates.
9.	The University reserves the right not to appoint anyone for the position advertised.
10.	If any of the particulars furnished or statements made by the candidate are found to be false, his/her appointment (if selected) is liable to be terminated <u>summarily</u> by IMU without prior notice.

**REGISTRAR  
INDIAN MARITIME UNIVERSITY**

**Recruitment Rules for the post of Deputy Registrar**

1	Name of Post	Deputy Registrar
2	Number of posts	10
3	Classification	Group A
4	Scale of Pay	On initial appointment, pay shall be fixed in the Pay Matrix Level -12 as per 7 <sup>th</sup> CPC (being corresponding pay level to PB-3 - Rs.15600-39100 with Grade Pay of Rs.7600). After completing 5 years of satisfactory service in this Pay, he will move to pay matrix level-13 of 7 <sup>th</sup> CPC (being corresponding pay level to PB- 4 of Rs.37400-67000 with Grade Pay of Rs. 8700) but shall continue to be designated as Deputy Registrar.
5	Whether selection post or non- selection post	Not applicable for Direct Recruitment/ <b>Deputation.</b> By Selection in case of Promotion.
6	Age limit for direct recruitment	Not more than 55 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases.)
7	Educational and other qualifications required for direct recruitment for Deputy Registrar	<p><u><i>Category 1: From Universities / Research Establishments</i></u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) As Deputy Registrar or Deputy Controller of Examinations or equivalent in any Central or State University/ IIT/ NIT/ IIM/ Research Establishment (or) as an Assistant Registrar with at least 7 years' administrative experience in the institutions specified above.</p> <p align="center">[OR]</p> <p><u><i>Category 2: From Major Ports</i></u></p> <p>(a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;</p> <p>(b) An Officer who is working not below the rank of Deputy Secretary or equivalent in any Major Port.</p> <p align="center">[OR]</p>

Category 3: From PSUs/Public Sector Banks or FIs/Public Limited Companies

- (a) Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC prescribed seven point scales;
- (b) At least 7 years of relevant administrative experience
  - (i) in a grade not lower than E-1 (Executive) in Public Sector Undertakings; or
  - (ii) in a grade not lower than Scale – I (Probationary Officer) or equivalent in Public Sector Banks / Financial Institutions; or
  - (iii) With total monthly emoluments in any Public Limited Company not less than that of E-1 (Executive) in Public Sector Undertakings.

Category 4: From Mariners

- (a) Master (Foreign Going) / MEO Class I (Motor) Certificate of Competency;
- (b) Sailing experience of minimum of one year at Management level within the meaning of STCW Convention in force; and
- (c) A minimum of six years of experience in Maritime industry in one or more of the following areas:
  - (i) Sailing experience at Management level [beyond the prescribed minimum of one year indicated in (b) above];
  - (ii) Teaching Nautical Science or Marine Engineering in a recognized maritime institution;
  - (iii) Nautical or Engineering Surveyor in Directorate General of Shipping or in any recognized Classification Society;
  - (iv) Technical Superintendent in any reputed

		<p>Ship-owning or Ship-managing company.</p> <p>[OR]</p> <p><u>Category 5: From Group A Officers of Central / State Governments</u></p> <p>Serving or retired Group A Officer of Central/State Governments not below the rank of Joint Secretary in State Governments or Deputy Secretary in Central Government.</p>
8	Whether Age & Educational qualifications prescribed for direct recruits will apply in the case of Promotees/ Deputationists?	<p><b>Promotion:</b> Age limit – No. Educational qualifications: Yes. From Assistant Registrar with at least 3 years of regular service in grade pay of Rs. 6,600 as per 6<sup>th</sup> CPC or corresponding pay matrix in level-11 subject to satisfactory performance and assessment by the Departmental Promotion Committee.</p> <p><b>Deputation:</b> Age limit – 57 years. Educational qualifications: Yes, except in the case of Category 5. A person holding an analogous post or with at least 3 years of regular service in the grade pay of Rs. 6,600 or equivalent.</p>
9	Period of probation, if any	Two years for direct recruitment only.
10	Method of recruitment.	<p>Direct Recruitment/ Promotion/ Deputation/ Absorption.</p> <p>Direct Recruitment will be done through Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview.</p>
11	If a Selection Committee/ Departmental Promotion Committee/ exists, what is its composition?	<p>Selection committee / Departmental Promotion Committee will consist of:</p> <p>(i) The Vice-Chancellor as Chairperson. (ii) One member of the Executive Council. (iii) One nominee of the Executive Council. (iv) One officer nominated by the Vice Chancellor.</p>
12	Remarks	1. Age of superannuation: 60 years for direct

		<p>recruits and promotees. For Deputationists, relevant age of the sponsoring department/ agency will apply.</p> <ol style="list-style-type: none"><li>2. A relaxation of 5% marks (from 55% to 50%) at the Master's Degree level will be allowed for candidates belonging to SC/ST/PwD categories.</li><li>3. The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</li><li>4. IMU's decision as to whether a post is equivalent or not and whether emoluments are equivalent or not is final.</li><li>5. If a candidate's experience spans more than one Category/sub-Category, the same will be added to arrive at his eligibility.</li></ol>
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