

## GENERAL GUIDELINES/INSTRUCTIONS TO THE CANDIDATES

Advt. No. IMU-HQ/R/NT/2024/1 Dated 09.08.2024

<b>Date of opening of online portal for registration</b>	<b>09.08.2024 (10:00 hrs)</b>
<b>Last date for closing of online portal for registration</b>	<b>30.08.2024 (23.59 hrs)</b>
DATE FOR DETERMINING THE ELIGIBILITY OF ALL CANDIDATES IN EVERY RESPECT SHALL BE THE PRESCRIBED DATE FOR CLOSING OF ONLINE PORTAL. 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.	

- Applications are invited from Indian citizens for the post of Assistant and Assistant (Finance) at the Pay Level-04 as per 7th CPC, for Indian Maritime University.
  - The applicants should go through all instructions & recruitment rules carefully and ensure that they fulfill 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.
  - For any difficulty in filling the online application form, please send an email to nonteachingrecruitment@imu.ac.in indicating the problem faced.
1. There are 7 steps in the Online Application process:
    - (i) Basic Registration
    - (ii) Personal details
    - (iii) Details of educational qualification
    - (iv) Details of relevant/other experience
    - (v) Uploading of photo, signature and documents
    - (vi) Generation of 'Application Preview'
    - (vii) Payment of Application Fee (Please see Instruction 22 & 23 below)
- Note: Once the Payment is made, editing of the Application is not permitted.**
2. **Candidates who are interested to apply for both the posts of Assistant and Assistant (Finance) have to register separately for both the posts, if otherwise eligible; and make two separate payments. Candidates may use the same email id & other credentials for registering for both the posts.**
  3. After '**Basic Registration**', use the **User ID** and **Password** received via Email for further logins to complete the rest of the Online Application.

4. The application shall be submitted only through the online mode; **the candidate need not send any hard copy/online printed application.**
5. The crucial date for determination of eligibility criteria shall be the **last date prescribed for the online applications.**
6. Candidates shall **attach self-attested photocopies of the following documents** along with the applications: -
  - a) 10th standard certificate or equivalent in support of Date of Birth.
  - b) 10+2 standard certificate or equivalent.
  - c) Community certificate in respect of SC/ST/OBC (Non Creamy Layer) and EWS candidates(If applicable).
  - d) U.G degree certificate.
  - e) UG degree mark sheets or grade sheets.
  - f) Ex-Servicemen /PwD certificate as prescribed by GoI, if applicable.
  - g) Other documents as applicable as per the Eligibility Criteria, if any.
  - h) Note: PDF format is preferable for uploading the documents.
  - i) **“WARNING”: CANDIDATES MUST ENSURE THAT INFORMATION PROVIDED BY THEM IS TRUE. IF AT ANY SUBSEQUENT STAGE OR ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTED AND PENAL ACTION WILL BE INITIATED.**
7. The maximum age limit is 35 years 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 **VALID** caste certificate/ PwD Certificate in prescribed proforma. Age relaxation is applicable for Ex-Servicemen/PwD as per GoI norms.

A candidate will be eligible to get the benefit of community reservation only in case the particular caste 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.

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 **valid** 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 (**OBC-NCL – Annexure 1 & 2, EWS – Annexure 3**) from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ST/OBCNCL/EWS and the village/ town the candidate is ordinarily a resident of.

9. Reservation for Economically Weaker Sections (EWSs) is in accordance with the Office Memorandum issued by DoPT vide No.36039/1/2019-Estt (Res) dated 31.01.2019.

10. **Horizontal Reservations:**

- a. In case of Ex-Servicemen: Relaxation quantum of reservation and preference in any part of selection process will be as followed by Govt. of India/IMU's Act/Statutes/Ordinance and Rules applicable to Group-C posts.

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.

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.
- b. In case of PwDs: The definition of different categories of disabilities and reservation for PwD candidates will be same as given in DoP&T's O.M. No. 36012/1/2020-Estt. (Res.II) dated 17.05.2022.

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. The candidates should be in sound state of health and appointment shall be subject to production of medical fitness certificate as prescribed by IMU.
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 posts and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications prescribed for the posts. Qualification obtained shall be from the recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.
14. 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. in case of receipt of large number of applications.
15. The invitation of candidates for (Computer-based Recruitment Test) Online Screening Test and (for applicable post) for the candidates qualified in the online Screening Test 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 copy of filled application which shall be produced at the time of Original Document Verification process.**
17. Persons employed in Government / Semi-Government / Autonomous Bodies / PSUs / Educational Institutions etc., may upload the NOC obtained through proper channel for the post at IMU against this advertisement. However, if the NOC is not available at the time of filling the application, the candidate may upload an undertaking to this effect that he/she will submit at the time of Original Document Verification, if selected.
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 Computer-based Recruitment Tests (**Online CRT**) and related information, for the posts Assistant (Finance) and Assistant shall be intimated to the applicants through email only and the **CRT will be conducted on 15.09.2024.**
20. On the basis of performance in the Online CRT, the candidates will be shortlisted for

final selection subject to other fulfillments. **The decision of IMU shall be final in this regard.**

**NOTE:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for tests.

21. **IMPORTANT NOTE FOR MINIMUM QUALIFYING MARKS: -**

(i) The category-wise minimum level of suitability for **UR/EWS/OBC- 50%; SC/ST- 45% (if the post is reserved).**

22. The Application Fee for the Online CRT is Rs.700/-(plus GST) for SC/ST candidates and Rs.1000/- (plus GST) for all others for the posts of Assistant and Assistant (Finance). It is non- refundable. **Candidate has to make two separate payments if applying for both the posts of Assistant and Assistant(Finance).** The Application Fee shall be paid only Online.

23. **Women candidates / PwD candidates are exempted from paying fees as per the GoI norms.**

24. The total number of multiple choice Questions for post wise are as follows: -

<b>Sl.No.</b>	<b>Post</b>	<b>Multiple Choice Questions</b>
i.	Assistant (Finance)	120
ii.	Assistant	120

25. Syllabus and Pattern:

a. Syllabus: (Graduate level except English; English will be of 10+2 level) for each post is as follows: -

<b>Assistant</b>
General English, General Knowledge, General Mathematics, Logical Reasoning and Elements of Information & Communication Technology.

<b>Assistant (Finance)</b>
General English, General Knowledge, General Mathematics, Logical Reasoning, Elements of Financial Accounting, Cost Accounting, Financial Management, Audit, Commerce, Taxation and Elements of Information & Communication Technology.

b. Pattern:

(i) Assistant

S.No	Part	Name of the Test	No. of Questions	Maximum Marks	Duration
i.	Part-I	General English	30	30	30 Minutes
ii.	Part-II	General Knowledge	90	90	90 Minutes
iii.		General Mathematics			
iv.		Logical Reasoning			
v.		Elements of Information & Communication Technology			
<b>Total</b>			<b>120</b>	<b>120</b>	<b>120 Minutes</b>

(ii) Assistant (Finance)

S.No	Part	Name of the Test	No. of Questions	Maximum Marks	Duration
i.	Part-I	General English	30	30	30 Minutes
ii.	Part-II	General Knowledge	90	90	90 Minutes
iii.		General Mathematics			
iv.		Logical Reasoning			
v.		Elements of Financial Accounting, Cost Accounting, Financial Management, Audit,			
vi.		Elements of Information & Communication			
<b>Total</b>					

26. There will be 120 questions and each question will carry one mark. There will **be negative marking of 0.25 mark** for each wrong answers.

27. The Online CRT will be held simultaneously in the following 12 cities (**Test Centers**) 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

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

29. A candidate should give **3 preferences** for the cities where he/she wishes to take the CRT while registering online. While every effort will be made to accommodate a candidate within his 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.

30. 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 CRT. Candidates will not be allowed to enter the Test Venue beyond the stipulated time in the Admit Card.

31. **Candidates who are shortlisted based on the Online CRT scores will be called for further selection process at IMU Headquarters in Chennai.** No TA/DA will be paid either for attending the Online CRT or any other process till joining.

32. Candidates should bring all the **Original Certificates** and one set of Self-Attested photocopies, including the uploaded documents at the time of Certificate Verification, if called for.

33. In respect of the proof of the required minimum Service Qualification, if any, the candidates shall produce apart from the original of the Declaration signed by him or / and in any of the document produced subsequently - original copies of the relevant documents [such as Service Certificate issued by the Employer/Proof of date of Joining and date of Relieving / Proof of date of Joining and latest Pay Certificate].

34. Notwithstanding the fact that a candidate may have been called for Original Document Verification or any other process, 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, at any stage.

35. **No correspondence** will be entertained from candidates regarding the recruitment process/selection criteria or Computer Based Written Test, the reasons for not being called for certificate verification or for not being selected, etc.
36. **Canvassing** in any form will disqualify the candidates.
37. IMU reserves the right to: (a) not to fill any of the advertised positions (b) to increase or decrease the number of posts (c) fill consequential vacancies arising at the time of selection from available candidates. **The numbers of positions are thus open to change.**
38. 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.
39. Candidates 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. In case the candidate expects a delay in getting the No Objection Certificate, he may upload an undertaking that he will submit the NOC at the time of the Original Document Verification. **If any candidate fails to submit the NOC at the time of Original Document Verification, his candidature will not be considered for further selection process.**
40. A candidate selected, if already working in Central/State Government/PSUs/ Autonomous bodies/ Educational Institutions 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.
41. 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.
42. Incomplete applications in any respect at any stage will summarily be rejected.
43. Even if initially appointed to IMU Headquarters or a particular Campus of IMU, the Assistant (Finance) and Assistant 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 candidate's registered email only.**
45. **MOBILE PHONES BANNED:**
- (a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as no arrangement for safe-keeping will be made at the venue of the examination.
46. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. [www.imu.edu.in](http://www.imu.edu.in)
47. 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.
48. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.

**Date: 09.08.2024**

sd/-  
**REGISTRAR**

**OBC Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\* \_\_\_\_\_ Son / Daughter\* of Shri / Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in the \_\_\_\_\_ District / Division of \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE**

(IN ADDITION TO THE COMMUNITY CERTIFICATE)

I, \_\_\_\_\_ Son/Daughter of Shri  
\_\_\_\_\_ resident of village/town/city

District \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as

a backward class by the Government of India for the purpose of reservation in Service admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08<sup>th</sup> September, 1993. I also declare that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08<sup>th</sup> September, 1993, which is modified vide Department of Personnel and Training Office Memorandum No. 36033/1/2013-Estt. (Res.) dated 14<sup>th</sup> September, 2017.

Signature of Candidates:

Full Name:

Correspondence Address:

Place:

E-Mail:

Mobile No:

Date:

**Government of.....**  
**(Name & Address of the authority issuing the certificate)**  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

**VALID FOR THE YEAR.....**

This is to certify that Shri/Smt./Kumari.....son/daughter/wife of..... permanent resident of .....Village/Street.....Post Office..... District.....in the State/Union Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested photograph of the applicant

Signature with seal of Office.....  
Name.....  
Designation.....

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.  
 \*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.  
 \*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY**  
 The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.