



Information document

GENERAL INSTRUCTIONS TO THE CANDIDATES

Advt. No. IMU-HQ/R/NT/2025/01 dated 05.04.2025 [Recruitment of Non-Teaching Positions on Deputation Basis]

Opening Date For Online Application. 05.04.2025

Closing Date For Online Application. At 23:59 Hrs. on 19.05.2025
(including payment of fees)

Last Date for Receipt of 01 set of hard copy of the application along with relevant enclosures at IMU Headquarters.

26.05.2025

Last Date for Receipt of 05 sets of hard copy of the application along with relevant enclosures at IMU Headquarters.

Within 7 days from the date of declaration of provisionally shortlisted candidates for the interview.

Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of online application. The candidates 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 initial period of deputation shall be for three (03) years, further extendable by two (02) years subject to approval of the competent authority. Other terms and conditions of deputation shall be as per DoPT guidelines/IMU norms.

- The candidates 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.
- For support/any clarification, please send an email to nonteachingrecruitment@imu.ac.in indicating the problem faced.

1. Candidates are requested to apply online-only through e-Samarth Portal at imunt.samarth.edu.in.

Applications received through any other mode will not be considered. Candidates are advised to read the general instructions to the candidates and relevant recruitment rules carefully before filling the application.

2. Candidates are required to submit the printout of their online application along with supporting documents to IMU. Candidature will be considered for further selection process only if the candidate uploads No Objection Certificate/ Endorsement from the present employer or forwards the application through proper channel from the parent organization along with the certified copies of

a. Experience Certificate as per attached format [Annexure-1]

b. No Objection Certificate (NOC) / Endorsement from the present organization [Annexure-2]

c. ACRs/APARs for the preceding five years (i.e. 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24)

d. Vigilance Clearance Certificate

e. Disciplinary Clearance certificate

3. The crucial date for determination of eligibility criteria shall be the last date prescribed for the online applications i.e. 19.05.2025.

4. The interview for the shortlisted candidates is tentatively scheduled in the month of July/Aug, 2025

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 (If applicable).

c. Diploma certificate and mark sheets or grade certificate (if applicable).

d. U.G degree certificate and mark sheets or grade certificate (if applicable).

e. PG degree certificate and mark sheets or grade certificate (if applicable).

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Information document

- f. Experience certificate.
- g. Other documents as applicable as per the Eligibility Criteria.
- h. Except photo and signature all the documents should be uploaded only in PDF format. Photo and signature are to be uploaded in the format as specified in the application portal.

“WARNING”: THE RELEVANCY OF QUALIFICATIONS AND THE SCREENING OF APPLICATIONS WILL BE DONE BY A SCREENING 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. Permissible maximum age limit on deputation shall be 56 years for all the posts except Finance Officer and Deputy Registrar, for which maximum age limit is 57 years.
- 7. 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.
- 8. Candidates are advised to submit the online application and hard copy with all supporting documents well in advance without waiting till last date, to avoid any other unforeseen problems. The University will not be held responsible for any delay in receipt of application at IMU after the due date at any stage.
- 9. The prescribed qualification and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. IMU's decision will be final on determining the minimum number of applications required for screening and minimum number of candidates for Interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by the duly constituted Screening Committee and approved by the Competent Authority based on prescribed norms of the University.
- 10. The list of shortlisted candidates will be displayed on the IMU website. Call letters for attending interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier or by email. The number of candidates to be called for interview will be as per the decision of the University.
- 11. The number of posts indicated in this advertisement is tentative. The University reserves the right to fill any consequential vacancies, and /or to increase/decrease the number of posts and make appointments accordingly or not to fill any vacancy.
- 12. Canvassing in any form on behalf of any candidate will disqualify the candidature.
- 13. Candidates should intimate in writing to their present employer regarding submission/applying for the relevant post at IMU on deputation basis against this advertisement. In case the candidate expects a delay in getting the No Objection Certificate/Endorsement, he/she may upload at the time of filling online application a scanned copy of the undertaking (Annexure-3) signed by him/her with the date stating:
“I, (Name of the candidate, aged, residence) am working in (Name of the organization) as (Post Name) from (date of joining the current organization). I, hereby state that I will forward my application through proper channel along with No Objection Certificate/ Endorsement from the present organization. In case, if I fail to forward the hard copy of the application through proper channel before due date, I understand that my online application (advance copy) will not be considered for further selection process.”
- 14. Experience, qualifications and eligibility will be reckoned as on the last day of submission of online application (i.e. 19.05.2025).
- 15. Incomplete applications in any respect at any stage will summarily be rejected. All applicants must fulfil 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. Qualification obtained has to be from recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.
- 16. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Indian Maritime University shall be final.
- 17. The Application Fee is Rs.700/- + applicable GST for SC/ST candidates and Rs.1000/- + applicable GST for all others. It is non-refundable. Women and PwD candidates are exempted from payment of application fees as per the GoI norms.
- 18. The Application Fee shall be paid through online mode only.

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Information document

19. Retired Govt. servants / candidates serving in private institutions are not eligible to apply as the posts are advertised only on deputation basis.
20. Shortlisted Candidates will be called for further selection process at IMU Headquarters in Chennai. The interview for the shortlisted candidates is tentatively scheduled in the month of July/Aug, 2025.
21. 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 Service Certificate issued by the Employer 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 and payment disputes, if any).
26. 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.
27. IMU reserves the right to adopt a suitable shortlisting methodology to shortlist the eligible candidates for interview.
28. Any candidate found to be indulging in any form of malpractice, including but not limited to:
 - a. Furnishing false or misleading information in the application
 - b. Suppressing material information or providing incomplete information
 - c. Canvassing or influencing the selection process through unfair means
 - d. Misrepresenting their service record, qualifications, or experienceshall be liable for rejection of his/her candidature, at any stage and/or cancellation of their deputation, if already appointed, without prejudice to such further actions as may be taken under the provisions of the Indian Penal Code for indulgence in malpractice. The decision of the Competent Authority, IMU, in this regard shall be final and binding.
29. Selected candidate 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/she has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him/her. If he/she fails to produce the above Certificate within the prescribed time, his offer of appointment shall be treated as withdrawn.
30. Even if initially appointed to a particular Campus/Headquarters, the candidate shall be liable for transfer to any other Campus or to any equivalent post.
31. 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.
32. Addendum / corrigendum if any, in respect of this advertisement shall be published only on IMU's website i.e. www.imu.edu.in.
33. 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.
34. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Chennai City only.
35. After submitting the online application, candidates are requested to download the application in PDF format and send the same along with all supporting documents as per the following:
 - a. Application and scanned copy of all supporting documents (both in PDF format) are to be sent to the email id: nonteachingrecruitment@imu.ac.in, immediately upon submission of online application.
 - b. 01 set of printout of the online application along with all supporting documents be sent to the following address on or before 26.05.2025:
To
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The Registrar

Indian Maritime University Semmencherry, Sholinganallur Post Chennai-600119

c. Only those candidates, who shall get provisionally shortlisted for interview, must send 05 sets of printout of [Application + relevant enclosures] to the above address within 7 days from the date of declaration of provisionally shortlisted candidates for the interview.:

36. As regards to para 35(b) & (c), the words: "Application for the post of , Indian Maritime University, on Deputation basis" shall be super scribed on the envelope without fail.

Sd/- Registrar

Annexure-1

Performa-VIII

The form of certificate to be produced by Candidates for claiming experience

FORM-I

Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To
dd/mm/yy	Total period	
dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/Field of experience
(1)	(2)	(3) (4) (5) (6)

Pay scale and last salary drawn Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)(in case of Medical posts, please mention field of specialization) Place of posting Worked at supervisory level/middle management level/head of branch

(7) (8) (9) (10)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature Name of competent authority Stamp of cmpetent authority

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Information document

Annexure-2

Endorsement from the Present Employer

[Ref: IMU Advt. No. IMU-HQ/R/NT/2025/01 dated 05.04.2025]

Office of

F. No.

1. (Organization Name) has no objection for Shri./Smt./Ms. (Name of the applicant), working as (Designation) to apply for the post of (Name of the post applied for) vide Advt. No. IMU-HQ/R/NT/2025/01 dated 05.04.2025.
2. He/She, if selected, will be relieved immediately.
3. Certified that
 - a. The applicant is eligible for the post applied as per conditions mentioned in the advertisement.
 - b. The Integrity of the applicant is 'Beyond Doubt'.
 - c. There is no Vigilance case is pending/ contemplated against the applicant.
 - d. No disciplinary or criminal case is pending/ contemplated against him/her.
 - e. No penalty has been imposed on the applicant during the last 10 years.
4. Attested photocopies of ACRs/APARs for the following 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Group A or equivalent.

S. No.	ACR / APAR
for the year ACR / APAR Grading	
i.	2023-24
ii.	2022-23
iii.	2021-22
iv.	2020-21
v.	2019-20

Signature

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date: Place:

Annexure-3

Undertaking by the candidate in lieu of NOC / Endorsement from the present organization

[Refer Advt. No. IMU-HQ/R/NT/2025/01 dated 05.04.2025 for Non-Teaching Positions on Deputation basis]

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Information document

I, Shri. /Smt. /Ms. aged resident of am working in
as from

I, hereby state that I will forward my application through proper channel along with No Objection Certificate/ Endorsement from the present organization.

In case, if I fail to forward the hard copy of the application through proper channel before due date, I understand that my online application (advance copy) will not be considered for further selection process.

Signature of the Candidate

Date: Place:

