



**INDIAN MARITIME UNIVERSITY**  
(A Central University; Ministry of Ports, Shipping & Waterways)  
**T.S.CHANAKYA**  
Navi Mumbai Campus, Nerul, Navi Mumbai-400706  
(Tel:27703876/20871976 Ext.294)

Advt.No.IMU-NMC/Rect./2024-25/04

Date:- 22/05/2024

Applications are invited for the below mentioned post purely on *contract basis*.The contract appointments would be for a period of *six* months initially and extendable based on performance during last tenure. Mode of Selection shall be Interview.

Last date for submitting application is **18<sup>th</sup> June, 2024 (Tuesday)**.

Applications along with all the supporting documents are to be mailed to [dradmin.navimumbai@imu.ac.in](mailto:dradmin.navimumbai@imu.ac.in). Interested/eligible candidates should apply by filling the attached '**Annexure 'I'**' form. Only shortlisted candidates will be called for interview. No TA/DA is payable for appearing in the interview. The candidates have to bring their original certificates of their educational qualifications and work experience along with one set of Xerox copies of the same for verification while appearing for the interview.

<b>On Contract Basis</b>			
<b>Sr.No.</b>	<b>Name of the post</b>		<b>Eligibility Criteria</b>
1.	<b>Deputy Registrar (Contract basis) (01 No post.)</b>	<b>➤ Age limit:</b>	Not exceeding 65 years.
		<b>➤ Educational qualifications and Experience:</b>	<b>Essential:</b> i. Master's Degree with at least 55% marks and above. <b>AND</b> ii. Assistant Registrar or equivalent with at least 05 years of administrative experience in Higher education institutions/Officers of State and Central Govt. handling Administrative works. <b>OR</b> Retired Group A officer of Central/state Governments not below the rank of Joint Secretary in State Governments or Deputy Secretary in Central Government. <b>OR</b> Retired officer (Army/Navy/Air Force) with similar administrative experience  <b>Desirable :</b> Proven ability in administration, Govt/ defence /with the capacity to lead administration in a residential institution. Experience in Govt Procurement/establishment Matters .
		<b>➤ Proposed remuneration:</b>	As per IMU Norms



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**Navi Mumbai Campus**

**Training Ship Chanakya**



Application for the post of: \_\_\_\_\_ *on contract*

## **PERSONAL DETAILS**

**1. Name in Full:**

**(in block letters)**

**2. Date of Birth:** (dd/mm/yyyy) **Age:** (as on 18.06.2024 )

**3. Present Address:**

**4. E-mail ID:**

**5. Contact nos.:**

**6. Permanent Address:**

**7. ID Details:**

**(a) Aadhar No.:**

**(b) PAN Card no.:**

**8. (a) Current Position/last position held**

**(b) Position held since:**

**(c) Present Salary/Last Pay drawn:**

**(d) Work address:**

**9. Notice required to join:**

**10. Qualification/Experience details:**

<b>Sr. No.</b>	<b>Name &amp; details of the qualification/experience</b>	<b>Yes/No</b>	<b>Remarks (if any)</b>
1	Whether qualify the essential qualification criteria for the post		
2	Whether qualifying age criteria for the post		



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## 11. Furnish details of Experience:

Sr. No.	Name of Department/Organization/Company	Designation /Post	Grade Pay/Pay Level/ Consolidated remuneration	From To(duration) *	Nature of duties

Please mention total duration of experience

## 12. Academic Qualifications:

Qualification	Year	Board/University/Institute	% Marks	Subjects/Branch/Stream
<b>X</b>				
<b>XII</b>				
<b>Graduation/ Degree</b>				
<b>Post- Graduation</b>				
<b>Ph.D (if Any)</b>				

## 13. Any other information:

### Declaration to be signed by the Candidate:

I hereby declare that the entries in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/suppressed any material/information or given any false details, my candidature shall be liable to be summarily terminated without notice or compensation.

**Signature of the Candidate**

**Date:**

**Place:**