



## 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 PRIVATE SECRETARY**

*Note: (1) Please download the 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 IMU Headquarters or a particular Campus, the Private Secretary shall be liable for transfer to any other Campus/IMU Headquarters.*

**Advt. No. IMU/HQ/Estt/Rectt-Deputation/2018/01 dt. 17.02.2018**

**ON DEPUTATION**

Affix recent  
Passport size  
Photograph

1	Name in full (in capital letters)	
2	Father's Name	
3	Sex	Male / Female
4	a) Date of birth (Day/Month/Year) b) Age as on the last date for receipt of applications by the University	____/____/____ ____ Years ____ Months ____ Days
5	Are you a citizen of India?	Yes / No
6	Community (GEN/SC/ST/OBC-Non Creamy Layer/PwD)	
7	a. Permanent address	b. Address for correspondence  Mobile No. _____ Email ID _____

8. *Details of Educational Qualifications*: Please give particulars of all examinations passed and degrees obtained starting with the High School Leaving (10<sup>th</sup> standard/ Matriculation) Examination.

Sl. No.	Name of the Board/University/ Institution	Examination/ Degree/ Diploma passed with year of passing	Distinction/ Class / Division	Subjects (Please mention field of specialization, honours, etc., where applicable)	Percentage of marks

9. *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	Position held	Date of joining	Date of leaving	Gross Pay

10. *Fulfillment of Educational and Service Qualifications*: Please fill the relevant fields. Self-attested photocopies should be furnished as 'proof' for each item.

(i) Whether possessing Bachelor's Degree in from a recognized University. If yes, please specify	Yes/ No  Bachelor's Degree in _____
(ii) Marks or equivalent grade in Bachelor's Degree	_____ Percent/ Grade
(iii) Shorthand in English	Yes/ No  Higher/ Senior Grade Speed _____ words per minute
(iv) Typewriting in English	Yes/ No  Higher/ Senior Grade Speed _____ words per minute
(v)  (a) Are you holding an analogous post? If 'Yes', indicate the name of the post with Pay Band and Grade Pay (or)  (b) Service on regular basis as Personal Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in any Central/ State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc.	Yes / No  _____  _____  ____ years ____ months ____ days
(vi) Working knowledge of Information, Communication & Technology	Yes/ No

11. *Details of Enclosures to be sent with the Application*:

1. Self-attested photocopy of 10<sup>th</sup> standard certificate or equivalent in support of Date of Birth.
2. Self-attested photocopy of Community certificate.
3. Self-attested photocopies of Certificates/ Testimonials/ Commendations/ Awards received, if any.
4. Self-attested photocopies of U.G and P.G degree certificates.
5. Self-attested photocopies of U.G degree mark sheets or grade sheets.

6. Self-attested photocopies of Typewriting/ Shorthand certificate.
7. Self-attested photocopies of relevant documents as proof of Service Qualifications claimed in Item no. 9 & No.10(iii).

12. *DECLARATION*

- (i) I declare that all the entries made by me in this application form are true to the best of my knowledge and belief.
- (ii) 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.
- (iii) 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,  
East Coast Road, Semmencherry,  
Sholinganallur (PO), Chennai – 600119

**Endorsement from the Present Employer**

The application of Mr./Mrs./Ms. \_\_\_\_\_, submitted for the post of **Private Secretary** in the Indian Maritime University, Chennai 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 Private Secretary, Indian Maritime University on Deputation basis</b> " Advt. No. IMU/HQ/Estt/Rectt-Deputation/2018/01 dt. 17.02.2018 and shall be super-scribed on the envelope without fail.
2.	Candidates should submit their Application <u>only in the prescribed format</u> .
3.	Candidates should submit along with the Application all the enclosures prescribed in Item no. 11 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.
	<b>REGISTRAR INDIAN MARITIME UNIVERSITY</b>

## Ordinance 10 of 2015

### Recruitment Rules for the post of Private Secretary

1.	Name of the Post	Private Secretary
2.	Number of Posts	4
3.	Classification	Secretarial Post, Group 'B'
4.	Scale of Pay	Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4800.
5.	Whether selection post or non-selection post	Not applicable for Direct Recruitment/ Deputation. By Selection in case of Promotion.
6.	Age limit for direct recruits	<i>Age: Not more than 45 years.</i> (Relaxable upto 2 years by Vice Chancellor in deserving cases)
7.	Educational and other qualifications required for direct recruits	<i>Essential:-</i> <i>Educational &amp; Technical Qualifications:</i> (i) A Bachelor's Degree. (ii) Shorthand Higher/Senior Grade in English [120 words per minute]. (iii) Typewriting Higher/Senior Grade in English [45 words per minute]. (iv) Proficiency in Information & Communication Technology <i>Service Qualification:</i> From Personal Assistant or equivalent with at least 8 years of regular service. Persons working in non-Government organisations are also eligible with requisite experience. <i>Desirable:-</i> Typing in Hindi.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the case of Promotees / Deputationists/ Absorption?	<b>Promotion:</b> Age: No Educational and other Qualification: Yes <b>Deputation:</b> Age: Not more than 45 years Educational Qualification and other Qualification: Yes <b>Absorption:</b> Age: Not more than 48 years.

		Educational Qualification and other Qualification: Yes. (Age limit for Deputation/Absorption relaxable up to 2 years by Vice Chancellor in deserving cases)
9	Period of Probation, if any	Two years for Direct Recruitment only
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By Direct Recruitment/Promotion/Deputation/Absorption. Direct Recruitment will be done through an Online Screening Test and Skill Test in Typing and Shorthand. Persons who have qualified in the Screening Test alone will be called for the Skill Test. (There will be no Interview). Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.
11.	In case of recruitments by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption /transfer to be made	<b>Promotion:</b> From Personal Assistant or equivalent with at least 8 years of regular service. <b>Deputation:</b> A person holding analogous post on regular basis (or) at least 8 years' experience as Personal Assistant or equivalent post working in the Pay Band of Rs.9300-34800 with a Grade Pay of Rs.4200 in any Central/ State University or autonomous educational/ research institution, Central/ State Government or Government undertaking, Port Trust, etc. <b>Absorption:</b> A Deputationist who has worked as Private Secretary satisfactorily for a minimum period of 3 years in IMU, subject to concurrence from his parent organization. The Executive Council reserves the right to relax the service qualification, if fully eligible candidates are not available to fill up the vacancies.
12	If a Departmental Promotion Committee/ Recruitment Committee exist and what is its composition?	(i) Registrar as Chairperson. (ii) One Campus Director nominated by the Vice Chancellor. (iii) Two nominees of the Vice Chancellor.
13.	Age of superannuation	Age of superannuation: 60 years. For Deputationists, relevant age of the Sponsoring Department/Agency will apply.



14.	Remarks	<p>(1) The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time.</p> <p>(2) The crucial date for determining the eligibility conditions shall be the closing date for receipt of applications from candidates.</p> <p>The Vice Chancellor is authorised to devise an appropriate Computer-based (Online) Screening Test.</p>
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