



INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Shipping,
Government of India),
East Coast Road, Uthandi, CHENNAI – 600119

Ref.: IMU/HQ/EST/RECRUIT/CM&AR/2012 dt. 11.09.2012

WALK IN INTERVIEW

IMU is looking for energetic and dedicated persons with the following :

COMMUNICATION MANAGER (on Contract)	ASSISTANT REGISTRAR (on Contract)
<ul style="list-style-type: none">* Post graduate degree in public relations/ mass communications / journalism / any other relevant subject* Positive attitude, exposure to well-developed interpersonal skills and excellent written and verbal communications skills* Strong management skills and PR experience are highly preferred* Superior computing skills* Demonstrated ability to work well in a team environment as well as independently, with minimal supervision	<ul style="list-style-type: none">* Post graduate degree with 55% marks* Passion to become an administrator* Good knowledge in Administration and University functioning with experience to handle HR related matters are highly preferred* Demonstrated ability to work well in a team environment as well as independently, with minimal supervision

Age, emoluments, period as below:

No. of post : 01 (no. may vary)	No. of post : 01 (no. may vary)
Age : 25 – 40 years	Age : Maximum of 40 years
Emoluments: Between Rs.30000 & Rs.40000 (Consolidated) (commensurate with experience & qualification)	Emoluments: Rs. 40000 (Consolidated)
Period of engagement: Initially for a period of six months (extendable)	Period of engagement: Initially for a period of six months (extendable)

Walk-in with filled-in application with original certificates to Indian Maritime University, East Coast Road, Uthandi, Chennai 600119, **on Wednesday, 26.9.2012** at 10.00 a.m. (for Certificates verification) and immediately for the Interview between 10.30 a.m. and 01.30 p.m.

Registrar i/c

General Instructions :

- 01 Candidates should bring their Original certificates (for verification) alongwith one set of attested copies of relevant certificates, in support of age, Community, educational qualifications, experience etc.
- 02 The University reserves the right not to appoint anyone for the position advertised.
- 03 Canvassing in any form will disqualify the candidates.
- 04 The University reserves the right to correct any typographical error(s) in the notification.

WALK IN INTERVIEW
for the post of COMMUNICATION MANAGER

JOB PROFILE

- * Assist in drafting and distributing communication materials like press releases, website content of all campuses, newsletters, etc., ability to write clear, concise correspondence
- * Assist with the development, writing, compilation, maintenance and revision to departmental publication, presentation, public relations and marketing materials and/or related documents
- * Assist with conference/event organization from planning to implementation phase
- * Provides graphic design support / web writing and project related websites as needed for proposals, technical reports presentation, PR and publications, program/project logs
- * Responsible for liaising with media people, universities, Ministry, Govt. Organisations
- * Will ensure timely responses and proper coordination
- * To help with all content and setting up systems for making brochures for 2013-14 programmes, placement, alumni relations etc.

WALK IN INTERVIEW
for the post of ASSISTANT REGISTRAR

JOB PROFILE

- Ability to handle service matters
- Well-versed in Recruitment process
- Knowledge of University functioning and Government of India Rules and Regulations
- Initiative to learn and implement the systems and procedures
- Automation



INDIAN MARITIME UNIVERSITY, CHENNAI

APPLICATION FORM

Advt. No.	Ref.: IMU/HQ/EST/RECRUIT/CM&AR/2012 dt.11.09.2012
Post applied for	COMMUNICATION MANAGER (ON CONTRACT) <input type="checkbox"/> ASSISTANT REGISTRAR (ON CONTRACT) <input type="checkbox"/> (kindly tick the relevant post applying for)

Photograph

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status	Married / Unmarried
4.	Sex	Male / Female
5.	a. Permanent address (with phone no. and e-mail if any)	b. Address for correspondence (with phone no. and e-mail if any)
6.	Date of birth (please enclose attested copy of certificate)	
7.	Are you a citizen of India? (If no, please provide details).	
8.	Category (GEN/SC/ST/OBC) (please enclose attested copy of certificate)	
9.	If you are employed, please state the –	Name of Employer
		Present basic pay
		Scale of pay / pay band

12.	Additional Remarks : (Applicants may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above)
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13.	Details of enclosures sent with the application with each indexed:
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I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date :

(Signature of the Candidate)



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Ref.: IMU/HQ/EST/RECRUIT/ITA/2012 dt. 11.09.2012

WALK IN INTERVIEW
INFORMATION TECHNOLOGY ASSISTANT (on Contract)

IMU is looking for young and energetic Post Graduates / Engineering Graduates with the following :

- * MCA / M.Sc.(Computer Science) / B.Tech (Computer Science/IT/EC)
- * Specialised Programming skills and Conversant with MS Office
- * Experience in Website designing & maintenance
- * Good knowledge in handling Data Base Management and Office Automation

No. of posts required	02 (no. may vary)
Age	Maximum of 20 – 35 years
Consolidated Pay	Between Rs.15000 & Rs.25000 (commensurate with experience & qualification)
Period of engagement	Initially for a period of six months (extendable)

Walk-in with filled-in application with original certificates to Indian Maritime University, East Coast Road, Uthandi, Chennai 600119. **on Thursday, 27.09.2012** at 10.00 a.m. (for Certificates verification and for Technical/Skill Test) and immediately for the Interview between 10.30 a.m. and 01.30 p.m.

Registrar i/c

General Instructions :

01. Candidates should bring their Original certificates (for verification) alongwith one set of attested copies of relevant certificates, in support of age, Community, educational qualifications, experience etc.
02. The University reserves the right not to appoint anyone for the position advertised.
03. Canvassing in any form will disqualify the candidates.
04. The University reserves the right to correct any typographical error(s) in the notification.



INDIAN MARITIME UNIVERSITY, CHENNAI

APPLICATION FORM

Advt. No.	Ref.: IMU/HQ/EST/RECRUIT/ITA/2012 dt. 11.09.2012
Post applied for	INFORMATION TECHNOLOGY ASSISTANT(ON CONTRACT)

Photograph

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status	Married / Unmarried
4.	Sex	Male / Female
5.	a. Permanent address (with phone no. and e-mail if any)	b. Address for correspondence (with phone no. and e-mail if any)
6.	Date of birth (please enclose attested copy of certificate)	
7.	Are you a citizen of India? (If no, please provide details).	
8.	Category (GEN/SC/ST/OBC) (please enclose attested copy of certificate)	
9.	If you are employed, please state the –	
	Name of Employer	
	Present basic pay	
	Scale of pay / pay band	

12.	Additional Remarks : (Applicants may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above)
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Date :

(Signature of the Candidate)