



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)  
CHENNAI CAMPUS

Advt.No.IMU/CC/EST/ AR/2024

Date: 24.04.2024

Indian Maritime University, Chennai Campus invites applications for the post of  
**Assistant Registrar (Administration & Purchase) on Contract**

**Eligibility Details**

<b>Age</b>	Age not more than 57 years
<b>Minimum Qualification</b>	<ul style="list-style-type: none"><li>• Master's degree from a recognized University with at least 55% marks or its equivalent grade with a good academic record.</li><li>• Should know the Government of India's Administrative &amp; Purchase Procedures, rules, and regulations, and ability to purchase through GeM.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>a) Relevant experience in the Procurement from any of the following: Central or State Universities or Research Institutions; (b) Central or State Government departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertaking; (f) Public Sector Banks or Financial Institutions;</li><li>b) Good Knowledge of Information, Communication &amp; Technology.</li></ul>
<b>Consolidated Remuneration</b>	<b>Rs. 70000-Rs. 120000 Per Month. It shall be commensurate with the Qualification and experience.</b>
<b>Period of Contract</b>	Initially for a period of 6 months and extendable based on performance and requirement.
<b>Date and venue of Interview</b>	Shortlisted Candidates will be intimated through an email.
<b>Last Date for submission of CV through e-mail</b>	On or Before 14.5.2024 at 21:59 Hrs - <a href="mailto:contractengagement.cc@imu.ac.in">contractengagement.cc@imu.ac.in</a>

Candidates should bring all original certificates/testimonials and a set of self-attested copies of all relevant documents at the time of the interview.

- IMU has the right to reject any or all the applications
- IMU has the right to postpone or cancel the Interview for any reason whatsoever.
- IMU has the right to extend the days for interviews for any reason whatsoever.
- No TA/DA will be paid to the candidates to attend Interview.
- Reporting time: 9.00 AM on the day of the interview.

-S/d-

**DEPUTY REGISTRAR (ADMIN)**