

INDIAN MARITIME UNIVERSITY - MUMBAI PORT CAMPUS
(A Central University, Ministry of Ports, Shipping & Waterways, Government of India)
(LBS CAMSAR & MERI)
Hay Bunder Road, Sewri, Mumbai 400 033

Advt. No IMU/MPC/Recruit/O&V/2022

Date: 01.12.2022

Applications are invited from eligible candidates for the following posts on outsourced/visiting basis:

- | | |
|-------------------------------------|-------------------------|
| 1. Workshop Instructor (Marine) | 4. Assistant (Taxation) |
| 2. Workshop Instructor (Electrical) | 5. Assistant (Purchase) |
| 3. Instructor (Seamanship) | |

1. WORKSHOP INSTRUCTOR (MARINE)

Essential Requirements: 1. Marine Fitter from Merchant Navy

(OR)

PO/CPO/MCPO of Marine Engineering Branch from Indian Navy / Coast Guard

(OR)

Near Coastal Voyage (NCV) class IV Engineer.

(AND)

2. VICT / TOTA Course Certificate / Willingness to undertake

Desirable: Relevant work experience for a period of 06 months, Class IV COC (FG/NCV)

Age: Below 57 years.

- Responsibilities:**
- 1) To Instruct students / assist the Faculty in Workshop /Simulators etc.
 - 2) Maintenance, augmentation and upkeep of Workshop equipment/devices
 - 3) Training of Inland Vessel Crew
 - 4) Project related work

2. WORKSHOP INSTRUCTOR (ELECTRICAL)

Essential Qualifications: 1. 3-year Diploma in Electrical & Electronics Engineering from an institute approved by the All India Council of Technical Education

OR

PO/CPO/MCPO in Electrical Branch of Indian Navy / Coast Guard

OR

Electrician or ETO from Merchant Navy

2. VICT / TOTA Course Certificate / Willingness to undertake

3. Sailing experience on OSV/NCV/FG

Desirable: Relevant work experience for a period of 1 year

Age: Below 57 years

- Responsibilities:**
- 1) Training of Inland Vessel Crew
 - 2) To Instruct students / assist the Faculty in Workshop /Simulators etc.
 - 3) Maintenance, augmentation and upkeep of Workshop equipment/devices
 - 4) Project related work

3. INSTRUCTOR (SEAMANSHIP)

Essential Requirement: Ex-PO/CPO (Seaman Branch) from Navy / Coast Guard

Desirable: Relevant work experience for a period of 1 year

Age: Preferably below 55 years.

Responsibilities: Training Cadets on Seamanship, Boat Handling, Signalling etc

4. ASSISTANT (TAXATION)

Essential Qualifications: A Bachelor's Degree from a recognized University in Commerce

Experience: Minimum 10 years work experience in Tally

Desirable: CMA (Inter), CA (Inter)

Responsibilities: Finalization of Accounts, Taxation (TDS, GST etc.), Day to day tally entries, Budgeting etc.

Age: Preferably below 55 Years

5. ASSISTANT (PURCHASE)

Essential Qualification: A Bachelor's Degree from a recognized University with a minimum of 50% of marks or its equivalent grade.

Experience: Minimum 05 Years work experience in Purchase related matters like Tendering, GeM, CPP etc.

Desirable: Working knowledge of GFR, Information & Communication Technology.

Responsibilities: Handling of GeM portal, CPP, Tendering, Physical Verification, Scrap disposal/auction,

Age: Preferably below 55 Years

Instructions:

(a) Interested candidates meeting eligibility criteria for the above mentioned outsourced/visiting posts, may fill their details in **below appended Bio-data Format (Annexure – 1)** & send it to below mentioned email id along with scanned copies of all relevant certificates & documents.

E-mail id : recruitment.mumbaiport@imu.ac.in

(b) Candidates should clearly mention the subject of the email as “Application for the post of”).

Duly filled-in & signed Bio-data Format as per Annexure – 1 must be sent through email.

(c) **Last Date:** The CVs are to be sent by 1500 hrs on **20.12.2022**.

(d) **Mode of Selection:** Interview. **NO TA/DA** will be admissible for the interview.

(e) **Date of Interview:** Shortlisted candidates will be intimated.



INDIAN MARITIME UNIVERSITY
Mumbai Port Campus
(LBS CAMSAR & MERI)
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Mumbai – 400 033

Application for the post of : _____

PERSONAL DETAILS

1. **NAME in Full:** _____
(in Block letters)
2. **Date of Birth:** _____ (dd/mm/yyyy) **Age:** _____ (as on 20.12.2022)
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 (as applicable):** _____
 (b) **Position held since:** _____
 (c) **Current Salary / Last Salary:** _____
 (d) **Work Address:** _____

9. **Notice Required to Join:**
10. **Furnish Details in below Check List:**

Ser.	Name of Qualification/Experience	YES/NO	Remarks, If any
1	Whether has all the Essential Qualification / Essential Requirements for the post being applied.		
2	Whether fulfilling criteria for Experience for the post being applied.		
3	Whether fulfilling criteria for Age for the post being applied.		

11. Furnish details of Essential Qualification / Essential Requirements:

Ser	Name of Essential Qualification / Requirement	Year of Completion	Remarks

12. Furnish details of Experience:

Ser	Name of Department/Organization / Company	Designation / Post	Grade Pay/ Pay Level / Consolidated Salary	From – To (Duration)*	Nature of Duties

Please mention total duration of experience.

13. Academic Qualifications:

Qualification	Year	Board / University/ Institute	% Marks	Subjects / Branch
X				
XII				
Graduation / Degree				
Post Graduation (If any)				

14. 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:**

Name of the candidate