



INDIAN MARITIME UNIVERSITY
(A Central University, Ministry of Shipping, Government of India)
Mumbai Port Campus (LBS CAMSAR & MERI)
Hay Bunder Road, Sewri, Mumbai 400033.
Tel: 022 – 23757045.

Advt. No IMU/MPC/Recruit/O/S/Personal Assistant/2020/

21.08.2020

Applications are invited from eligible candidates for the post of
"PERSONAL ASSISTANT" ON OUTSOURCING BASIS.

- (a) Educational Qualification. Graduate / Equivalent Degree Certificate.
- (b) Professional Qualification/Skills.
- (i) Proficient in using Computers & IT hardware.
 - (ii) Good speed and accuracy in Computer Typing
 - (iii) Knowledge of shorthand
 - (iv) Knowledge of Hindi Typing
- (c) Work Experience.
- (i) Worked in a Government Organization for 15 years.
 - (ii) Experience of carrying out Secretarial Duties
 - (iii) Experience of managing the Secretariat of a Senior Officer.
- (d) Age. 50 years maximum (as on 15 Sep 2020).
- (e) Routine. Six day a week
- (f) Salary. Rs 40,000/- per month consolidated.
- (g) Desirable.
- (i) Willing to join at a short notice (tentatively by Sep, 2020)
 - (ii) Ex Naval Sailors having carried out Writer duties
 - (iii) Willing to stay in Campus Hostel

Instructions.

- (a) **Application.** Interested and Qualified Candidates to send their detailed CV (should contain complete details of their Educational Qualifications, Work experience, Special Achievements, present address and the expected Salary) along with all relevant documents to recruitment.mumbaiport@imu.ac.in & director.mumbaiport@imu.ac.in .
The Subject on mail should indicate the post applied for.
- (b) **Last Date.** The CVs are to be sent by 1500 hrs on **04 Sep 2020.**
- (c) **Interview Call.** Only shortlisted candidates will be called for the interview.
- (d) **TA /DA.** No TA/DA will be admissible for the interview.
- (e) **Mode of Selection.** Interview

Sd/-
Deputy Registrar
IMU – Mumbai Port Campus