

**Recruitment for the post of Assistant Registrar  
(Finance) (On Contract)**

1.	Name of Post	AR (Finance) – On Contract
2.	Remuneration	Between Rs.50,000/- and Rs.70,000/- per month in commensurate with qualification and experience
3.	Age-limit	Age not more than 63 years (As on last date of application)
4.	Educational and other qualifications	<p><b>Essential:</b> <b>Category - I</b></p> <p>A Master's degree in Commerce with at least 55% marks or its equivalent grade or a Bachelor's Degree with CA/ICWA; the degree should be from a recognized University. At least five years' of experience in an office of Finance and Accounts wing in a senior position in any reputed organization.</p> <p style="text-align: center;">OR</p> <p>C.A / I.C.W.A with at least 3 years' of experience in finance and accounts as a practicing chartered / cost accountant or worked in a senior position in any reputed organization in the area of Finance &amp; Accounts</p> <p><b>Category - II</b></p> <p>Serving or retired officers who had put in a Service of at least 5 years in Group A in the area of Finance &amp; Accounts from;</p> <p>1) Central / State Governments / PSU [or] 2) Universities or Research organizations under Central/ State Government.</p> <p><b>Desirable:</b></p> <p>Good knowledge of Information, Communication and Technology , especially in accounting software.</p>

**Note**

- Applications will be accepted through email [recruitment.vizag@imu.ac.in](mailto:recruitment.vizag@imu.ac.in)  
No other mode of application will be accepted. The Last date of submitting online application is **22.01.2023**.
- After due scrutiny of the applications received, call letters shall be sent to short-listed candidates. The short-listed candidates shall appear for an interview. The mode of selection is by Interview. The venue of the interview shall be in Visakhapatnam and shall be informed of the place of interview.
- Before the interview the short-listed candidate's certificate shall be verified.
- Candidates should bring with them all original certificates/testimonials and one set of self-attested copies of certificates regarding educational qualifications and professional experience and detailed CV/Resume.
- No TA/DA will be paid to the candidates to attend Interview.

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**Other Terms and conditions: -**

1. The engagement is purely on temporary basis and will not confer any right for regular appointment.
2. The contract will be initially for a period of six months which may be extended by Competent Authority subject to the satisfactory performance and requirement of the university.
3. The contract may be terminated by giving one month's notice by either side.
4. He / She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all times.



# Indian Maritime University

(A Central University, Government of India)

Established by an Act of the Parliament Of 2008

Visakhapatnam Campus, Vangali, Tekkalipalem (PO), Near  
Rayavarapu Agraharam, Sabbavaram (MD),  
Visakhapatnam – 531 035 Andhra Pradesh

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Application for the post of: \_\_\_\_\_

## PERSONAL DETAILS

**1. NAME in Full:** \_\_\_\_\_  
(in Block letters)

**2. Date of Birth:** \_\_\_\_\_ (dd/mm/yyyy) **Age:** \_\_\_\_\_ (as on **22.01.2023**)

**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 Qualifications and Essential Qualifications:**

Qualification	Year	Board / University/ Institute	% Marks	Subjects / Branch	Remarks
X					
XII					
Diploma					
Graduation / Degree					
Post Graduation (If any)					
C.A. / ICWA					
Other Essential qualifications/ requirements					

**12. Furnish details of Experience:**

<b>Sl. No.</b>	<b>Name of Department / Organization / Company</b>	<b>Designation / Post</b>	<b>Grade Pay/ Pay Level /Consolidated Salary</b>	<b>From-To (Duration)</b>	<b>Nature of Duties</b>

**13. 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:

Name of the candidate

Place: