

## **General Instructions**

- ***Please go through the following instructions carefully.***
- ***The candidate shall be solely responsible for any loss or hardship caused to him due to his non-adherence to these instructions.***
- ***The candidate is requested to visit IMU's website periodically to keep track of new announcements and changes, if any.***
- ***This site is best viewed with screen resolution of 1024x768 pixels or higher, using Internet Explorer 9 / Mozilla Firefox 16 / Google Chrome 23 or higher.***
- ***If you have any difficulty in filling the online application form, please send an email to [crt2017@imu.ac.in](mailto:crt2017@imu.ac.in) indicating the problem faced.***

1. To see the '**Recruitment Rules**' for the post of **Private Secretary**, please [Click Here](#).

2. There are 6 steps in the Online Application process:
- (i) Basic Registration
  - (ii) Personal details
  - (iii) Educational / Experience details
  - (iv) Photo and Documents upload
  - (v) Payment of Application Fee (Please see Instruction 10 & 11 below)
  - (vi) Generation of 'Registration summary'.

**Once you generate the 'Registration Summary' you will not be able to edit the Online Application any further. This is very important.**

3. Please do '**Basic Registration**' first and get your system-generated **User ID** and **Password** via SMS and email. Login again to complete the rest of the Online Registration.
4. ***The application shall be submitted only through the Online mode; the candidate need not send any hard copy.***
5. The **last date** for submission of Applications through Online is **8<sup>th</sup> March 2017 till 5:30 PM.**
6. The crucial date for determination of eligibility criteria shall be the last date prescribed for the receipt of online applications.

7. Candidates shall **upload self-attested photocopies of the following documents** at the time of Online Registration:
- (a) 10<sup>th</sup> standard certificate or equivalent in support of Date of Birth.
  - (b) 12<sup>th</sup> standard or equivalent mark sheet
  - (c) Community certificate in respect of SC/ST/OBC-NCL candidates (if applicable)
  - (d) Disability Certificate in respect of Persons with Disability (PwD) (if applicable).
  - (e) U.G Degree certificate
  - (f) U.G Degree mark sheets or grade sheets.
  - (g) Shorthand Higher / Senior Grade in English (120 words per minute)
  - (h) Typewriting Higher / Senior Grade in English (45 words per minute)
  - (i) Proof for Proficiency in Information & Communications Technology
  - (j) Self Declaration of Service qualification attested by a Notary Public  
(Please [Click Here](#) for the Declaration Format)
8. If a candidate's application is incomplete in any respect, **IMU has the right to call for additional information from the candidate at any time in digital form or as hard copy.** If the same are not provided within the time limit prescribed, the candidate's application is liable to be summarily rejected.
9. The Online CRT for the post of Private Secretary is scheduled to be held **in a single shift on 8<sup>th</sup> April 2017, Saturday between 2:00 PM and 5:00 PM.**
10. The Application Fee for the Online CRT is **Rs.800/-** for SC/ST/PwD candidates and **Rs.1200/-** for all others. It is **non-refundable.**
11. The Application Fee shall be paid only Online.
12. The Online CRT will consist of **120 multiple choice questions.**
13. The multiple choice questions will be set from the following topics: General English, General Knowledge, General Mathematics, Logical Reasoning, Elements of Management, Public Administration and Elements of Information & Communications Technology.
14. The candidates may go through the **Model Question Paper** and familiarize themselves with the types and level of difficulty of the questions that are likely to be asked in the Online CRT. IMU reserves the right to change the distribution, types, level of difficulty, etc. of the questions asked from that shown in the Model Question Paper.

15. There will be **no negative marking** for wrong answers.
16. The Online CRT will be held simultaneously in the following 12 cities (**Test Centres**) across India:

1. Bangalore	2. Bhopal	3. Chennai	4. Cochin
5. Guwahati	6. Hyderabad	7. Jaipur	8. Kolkata
9. Lucknow	10. Mumbai	11. New Delhi	12. Patna

17. A given city or Test Centre may have one or more Test Venues depending on the number of candidates opting for the city.
18. A candidate should give **3 preferences** for the cities where he/she wishes to take the CRT while registering online. While every effort will be made to accommodate a candidate within his 3 preferred cities, IMU reserves the right to divert applicants to the nearest cities if sufficient number of candidates are not forthcoming in certain cities, and also if there are too many candidates for a particular city.
19. The name and address of the Test Venue will be indicated on the Hall Ticket/Admit Card and candidates are requested to be present at the Test Venue at least 30 minutes before the time of commencement of the Online CRT.
20. **Candidates who are shortlisted based on the Online CRT scores will be called for Skill Test at IMU Headquarters in Chennai.** No TA/DA will be paid either for attending the Online CRT or the Skill Test.
21. Candidates should bring the **Original Certificates** of the uploaded documents (vide Instruction 7 above) at the time of the Skill Test.
22. **Notwithstanding the fact that a candidate may have cleared the Online CRT, if any discrepancies or false claims are detected in the documents uploaded at the time of the Online Registration and/or in the documents produced, if any, subsequently and/or in the Original documents produced at the time of verification (vide Instructions 7, 8 and 21 above), IMU reserves the right to disqualify the candidate from attending the Skill Test.**

23. **No correspondence** will be entertained from candidates regarding the conduct of the Online CRT or the Skill Test, the reasons for not being called for Skill Test or for not being selected, etc.
24. **Canvassing** in any form will disqualify the candidates.
25. IMU reserves the right not to appoint anyone or to appoint fewer candidates than the number of positions advertised.
26. **If any of the particulars furnished or statements made by the candidate are found to be false, his/her appointment (if selected) is liable to be terminated summarily by IMU without prior notice.**
27. A candidate **selected** will be required to furnish a **certificate** in the prescribed format from his current employer **at the time of acceptance of offer of appointment** to the effect that he has not suffered any punishment and that no disciplinary or criminal case is pending or contemplated against him. If he fails to produce the above Certificate within the prescribed time, his offer of appointment shall be treated as withdrawn.
28. Even if initially appointed to IMU Headquarters or a particular Campus, the Private Secretary shall be liable for transfer to any other Campus/IMU Headquarters or to any equivalent post.
29. Legal disputes if any shall lie within the jurisdiction of Courts based in Chennai city only.

**I have read and understood and agree to abide by the above Instructions**