



भारतीय समुद्री विश्वविद्यालय

INDIAN MARITIME UNIVERSITY

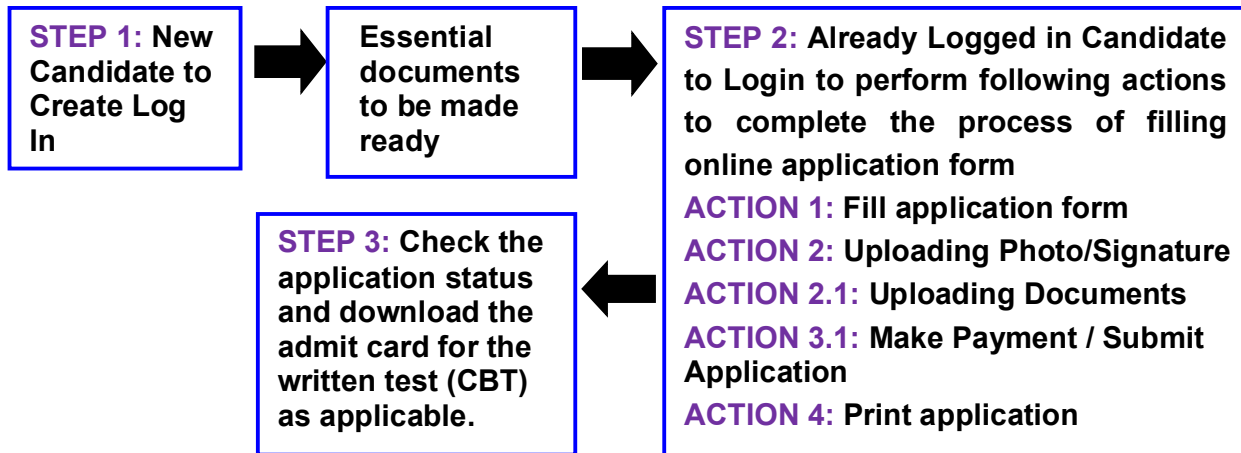
(A Central University under the Ministry of Ports,
Shipping and Waterways, Govt. of India)
Established by an Act of the Parliament in 2008

HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://jobapply.in/imu2024>
- 2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1: New Candidate to Create Log In






- New Candidate to visit the IMU website <https://jobapply.in/imu2024> and click: **Fresh Candidate (CLICK HERE) to Create Log In**
- You must have a **valid email ID and mobile no** for applying online. Remember the password filled in here for creating Log In for future use.
- Fill in all the personal details and press the button "Submit" to complete your registration.
- Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: Once the information is filled in here will not be changed.**
- Now click: **To Complete Registration Process** to log in to your account to fill the application form. Click here to log in you must fill the following:
 - ▶ Email ID
 - ▶ Post Applied For
 - ▶ Password

Essential documents to be made ready

- Before starting to fill up the on-line application, have with you the following details / documents / Information.
 - a) E-Mail ID (valid at least for one year).
 - b) Mobile No (valid at least for one year).
 - c) Personal, Educational Qualification and Experience details.
 - d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size 20-50kb.

- e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size 5-20kb.
- f) Debit Card/ Credit Card / Internet Banking / SBI Challan details for online payment.
- g) Scanned Copies of following documents (in pdf format):
 - ❖ Documentary proof of Date of Birth (Matriculation/10th Certificate).
 - ❖ Certificate and / or mark list of the qualifying qualifications.
 - ❖ Experience Certificates / documents in support of experience, if any.
 - ❖ NOC / Undertaking to this effect that they will submit NOC at the time of Original Document Verification, if selected
 - ❖ Service Certificate in case of Ex-servicemen.
 - ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
 - ❖ Income and asset certificate in respect of EWS in prescribed format.
 - ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
 - ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
 - ❖ Certificate regarding Physical Limitation in examination to write, in applicable.
 - ❖ Letter of Undertaking for using own scribe, if applicable.

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

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|-------------------|---|--|
| Action 1 |  | Fill Application form |
| Action 2 |  | Uploading of Photograph and Signature |
| Action 2.1 |  | Uploading of Documents |
| Action 3 |  | Make Payment / Submit Application |
| Action 4 |  | Verify Payment Receipt Status/Print application |

- ➔ Already Logged in Candidate to visit the **IMU website**-> <https://jobapply.in/imu2024> and login by clicking **To Complete Registration Process**
- ➔ On clicking **To Complete Registration Process** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

▶ **Action 1: Fill Application (Click on the button to fill application form)**

- ⇒ Fill in the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, Experience Details, and Additional Details** in the sequence as given below:
- ⇒ While filling out the Personal Details, Qualification Details, Experience Details, and Additional Details please save the information by clicking the button "SAVE".
- ⇒ In case you wish to edit any information, you can do that by log in again using Email-ID, Post Applied for and Password, after editing the information, make sure to save the information again by clicking the button "SAVE".

⇒ **Note: The information filled will not be saved unless the button "SAVE" is clicked.**

▶ **Action 2: Uploading Photograph and Signature**

- ⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats, and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. The size of file should be between 20kb - 50 kb.**
- ⇒ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not

more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. The size of file should be less than 5kb – 20kb.**

► **Action 2A: Uploading of Documents**

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- ❖ Documentary proof of Date of Birth (Matriculation/10th Certificate).
- ❖ Certificate and / or mark list of the qualifying qualifications.
- ❖ Experience Certificates / documents in support of experience, if any.
- ❖ NOC / Undertaking to this effect that they will submit NOC at the time of Original Document Verification, if selected
- ❖ Service Certificate in case of Ex-servicemen.
- ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- ❖ Income and asset certificate in respect of EWS in prescribed format.
- ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
- ❖ Certificate regarding Physical Limitation in examination to write, in applicable.
- ❖ Letter of Undertaking for using own scribe, if applicable.

Click on **“Save & Proceed to Submit Application”**.

► **Action 3.1: Make Payment and / or Submit Application**

Amount of Application Fee:

S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	PwD / Female	NIL
02	SC / ST	INR 700/- plus GST (plus applicable bank charges, if any)
03	All other categories	INR 1,000/- plus GST (plus applicable bank charges, if any)

1. **PwD / Female** are exempted from making the payment.
 - ⇒ Candidate to read the undertaking and accept the same -
 - ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and Additional Details; you can do that by log in again using Email-ID, Discipline, Post Applied For, and Password and after editing the information, make sure to save the information again by clicking the button “SAVE”.
 - ⇒ **Once the application is submitted at this step, you cannot edit the information after that.**
 - ⇒ All these candidates are required to SUBMIT application to complete the online registration process. On submitting online application number will be issued and candidate to take the printout of the Application Form having the Online Application Number.

2. **All other category candidates are required to make the payment through Bank of Baroda Payment Gateway only. Keep the Debit Card/Credit Card/Internet Banking details handy.**
 - ⇒ Candidate to read the undertaking and accept the same.
 - ⇒ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and/or Additional Details; you can do that by log in again using Email-ID, Password, Post Applied For and after editing the information, make sure to save the information

again by clicking the button **"SAVE"**.

General/OBC/EWS category candidate is required to make the payment of INR 1000/- plus GST and SC/ST of INR 700/- plus GST and bank charges (as applicable) through Bank of Baroda payment gateway as per steps given below:

- Put the details of your Debit Card / Credit card / Net Banking / UPI Account to proceed for the payment.
- Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application Number, once you have successfully made the payment.

NOTE: Fee once paid will not be refunded under any circumstances.

Fees paid by modes other than through Net Banking / Debit Card / Credit Card / SBI Challan as indicated above will not be accepted and the applications of such candidates will be rejected forthright, and the payment made shall stand forfeited.

While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case the back button is operated, candidate must complete the payment as mentioned in "A" above.

NOTE: Once the payment has been made, you will not be allowed to change/modify any information.

After making the successful transaction, the candidate will get a preview of the application with an Application Number. Candidates are advised to get a printout of the filled-up application for record. Candidates should keep note of the same as this will be used for downloading admit card.

- ⇒ The candidate should retain his/her Application Number carefully for generation of admit card for CBT mode of written test and for any other information regarding written test etc.
- ⇒ Fee once paid will not be refunded under any circumstances.
- ⇒ Fees paid by modes other than Bank of Baroda Payment Gateway as indicated above will not be accepted and the applications of such candidates will be rejected forthright, and the payment made shall stand forfeited.

► **Action 4: Print Application**

- ⇒ After successfully submitting the details as mentioned above, the candidate can now be able to take the printout of the application form.
- ⇒ Candidates should also retain their copy of the printed application form, as they can be asked to produce it for future reference.
- ⇒ Candidates can take re- print of the Online application form by clicking **To Complete Registration Process**

- **You are NOT required to send hardcopy of Application Form/any documents/receipt to IMU.**
- **By correctly following the above steps, the candidate would have completed the application process.**

Download the Admit Card

Based on information given in the Online Application Form, Admit Cards of provisionally eligible candidates for the CBT mode of written exam will be available for download from IMU website as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Card – On the due date for Admit Card, re-login to the IMU website for downloading Admit Card for the CBT mode of exam, containing the details of the time schedule, venue.

Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the CBT exam without a valid Admit Card.

[NOTE: Candidates are advised to regularly check website for updates.](#)