



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University Established by Parliament by Act No 3 of 1997)
Phone/Fax No. 07152-255707 website-www.hindivishwa.org

EMPLOYMENT NOTICE
No. MGAHV/03/2011 DT. 28.06.2011

*Applications are invited for filling up the following **Non Teaching posts.***

Post Code	Post Name	Scale of pay	Age	Category	No. of Post
01	Internal Audit Officer (on deputation basis)	15600-39100 GP 7600	--	--	01
02	Personal Assistant	9300-34800 GP 4200	40	Gen	02
03	Technical Assistant	5200-20200 GP 2800	40	Library (1 SC, 1 ST)	02
04	Computer Operator	5200-20200 GP 2400	40	ST	01

Details of Educational Qualification, Experience, Application form etc. can be downloaded from the University website www.hindivishwa.org. Last Date for submission of application is 05.08.2011 upto 6:00 p.m. The application should be sent to the Deputy Registrar (Estt. & Admn.), Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Umari, Wardha- 442001 (Maharashtra).

Registrar



MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

(A Central University Established by Parliament by Act No 3 of 1997)

Post Manas Mandir, Gandhi Hill, Umari, Wardha- 442001 (Maharashtra)

Ph. (07152) 255707; Fax (07152) 230903

Website : www.hindivishwa.org

Employment Notice No.: MGAHV/03/2011 Dated : 28.06.2011

Applications are invited for filling up the following Non-teaching posts. Name of posts, pay scales and qualifications are shown vide Annexure-1

Non-Teaching Posts

Post Code	Post Name	Pay Scale and grade pay	Category	No. of Post
01	Internal Audit Officer (on deputation basis)	15600-39100 GP 7600	--	01
02	Personal Assistant	9300-34800 GP 4200	Gen-02	02
03	Technical Assistant	5200-20200 GP 2800	Library (01 SC, 01 ST)	02
04	Computer Operator	5200-20200 GP 2400	ST-01	01

Annexure - 1 (Non-Teaching Posts)

Post Code	Post Name	Category	Age	No. of Post	Essential Qualifications
01	Internal Audit Officer (on deputation)	--	--	01	<u>Deputation</u> Officers holding analogous posts on regular basis or with 5 years regular service in the scale of Rs. 10000-15200 from the Central/State Government, Universities and other autonomous organisations.
02	Personal Assistant	Gen - 02	Not more than 40 years	02	1) A Bachelor's Degree with : i) Typing Speed 30 w.p.m. in Hindi OR 40 w.p.m. English ii) Stenography Speed 100 w.p.m in Hindi OR 120 w.p.m. in English 2) 5 years experience as a stenographer in the scale of pay of Rs. 4000-100-6000 (pre-revised) Desirable : Knowledge of Hindi reading /writing/ speaking
03	Technical Assistant	SC - 01 ST - 01	Not more than 40 years	02	Library A Bachelor's Degree in Library Science with Diploma in Computer Application. Desirable : Knowledge of Hindi reading /writing/speaking
04	Computer Operator	ST - 01	Not more than 40 years	01	A Bachelor's Degree with DCA from the recognized Institutions/University Desirable : 1. Preference will be given to the candidates having 3 years experience in relevant field in the scale of 4000-100-8000 (Pre-revised) State/Central University Offices. 2. Knowledge of Hindi reading/writing/speaking

Important Instructions:

1. The post of Internal Audit Officer will be filled up on deputation basis for a period of 3 years on the terms and conditions of deputation basis framed by the GOI from time to time. The applicants are suggested to send their application form through proper channel.
The respective officers/departments while forwarding the applications of the candidates should clearly certify the particulars along with CR Dossiers for preceding 5 years and a list of major/minor penalties imposed (if any) together with Vigilance/Disciplinary clearance be enclosed with the application.
2. Those who have already applied for the post of Personal Assistant through the Advt. No. MGAHV/06/2010 dated 06.12.2010 and for the post of computer operator through the Advt. No. MGAHV/03/2010 dated 18/08/2010 need not apply again.
3. All applicants must fulfil the essential qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts.
4. Application that are not in conformity with the requirement indicated in this advertisement, incomplete applications without any enclosers and those received after the last date also, applications not accompanied with requisite demand draft will not be entertained.
5. Mere conformity to the job requirement will not entitle a candidate to be called for interview. The University reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for written test/interview. The recruitment process can be cancelled /suspended / terminated without assigning any reasons. The decision of the University will be final and no appeal will be entertained.
6. Candidates belonging to General/OBC Category should furnish crossed **Demand Draft for Rs 500/- in favour of Finance Officer, MGAHV payable at Wardha from any Nationalized Bank.** (Fee once deposited will not be returned or adjusted under any circumstances)
7. No fee is to be paid by the SC/ST/Physically handicapped/women candidates and in service candidates of MGAHV, Wardha.
8. Separate Application along with application Fee should be submitted for each post applied for.
9. Age relaxation for SC/ST/OBC/PH and employees working in Central/State/University & Autonomous Bodies for all posts exists as per the guideline of UGC/GOI wherever applicable. Candidates applying for the reserved post should clearly state to which category they belong they must also enclose attested photo state copy of caste certificate/medical certificate from the concerned competent authorities. The form of caste certificate to be provided by the OBC candidates must in the format as prescribed by the GOI, otherwise, the application will be similarly rejected without further consideration.
10. SC/ST/OBC category candidates should submit Caste Certificate (attested copy) in the pro forma prescribed by the Govt. of India.
11. A relaxation of 5% shall be provided, from 55% to 50% of marks at the master's level for the SC/ST Category (for all posts).
12. A relaxation of 5% shall be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept. 1991.
13. B in the Seven Point Scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% where the grading system is followed.
14. Candidates selected will be on probation for a period of one year for group A post & two years for others.

15. The employees of Central/State Govt./PSUs/Corporations etc. must apply through proper channel in the prescribed form QR should submit NOC at the time of interview.
16. If any time before or after the selection of a candidate, it is found that any information is false or suppressed, his selection will be liable to be cancelled.
17. The qualifications prescribed should have been obtained from recognized University/Institution. Educational qualification and age limit shall be reckoned as on closing date of the application.
18. Applicants will be required to enclose all attested copies of the certificates of their educational qualifications, experience etc.
19. No T.A./D.A. will be paid to the Gen/OBC candidates. Outstation SC/ST candidates called for interview will be paid 2nd Class (sleeper class) Railway fare from the place of duty/residence to Wardha (MS) and back by the shortest route.
20. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to fill up the post or increase/decrease the number of posts at the time of selection and make appointments accordingly or even to cancel the whole process of recruitment without assigning any reasons thereof.
21. No correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview etc.
22. In case of any disputes/suites or legal proceeding against the University, the jurisdiction shall be restricted to the court of Wardha/Nagpur.
23. Applicants shall apply on the prescribed application form of this University only, which is available on University website www.hindivishwa.org.
24. The Application should be sent to the Deputy Registrar (Establishment), Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post- Manas Mandir, Gandhi Hill, Umari, Wardha-442001 (Maharashtra) by Speed-Post or Registered Post. The application received after last date, incomplete application, not duly signed, not enclosed prescribed fee, not enclosed attested copies of the certificates/education qualification/experience and not in prescribed preform will not be considered. Applicant must write the post name & post code on envelope.
25. The University will not be responsible for postal delay, if any.
26. Canvassing directly or indirectly will be treated as disqualification.
27. **Last Date for submission of application: up to 6:00 P.M. 05.08.2011.**

Registrar