



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/02/2012 DT. 01.01.2012

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

Non-teaching posts

Post Code	Post Name	Scale of pay	Age	Category	No. of Post
01	Finance Officer	37400-67000 GP 10000	As per UGC norms	Gen	1
02	Regional Director	15600-39100 GP 7600	55	Gen-1 SC-1	2
03	Deputy Registrar	15600-39100 GP 7600	45	OBC	1
04	Internal Audit Officer (on deputation basis)	15600-39100 GP 7600	--	---	1
05	Editor	15600-39100 GP 7600	55	Gen	1
06	Assistant Editor	15600-39100 GP 5400	45	OBC	1
07	Assistant Engineer (on deputation basis)	9300-34800 GP 4600	--	--	1
08	Assistant	9300-34800 GP 4200	40	OBC	1

Details of Educational Qualification, Experience etc and Application form can be downloaded from the University website www.hindivishwa.org. Last Date for submission of application is 10.02.2012 upto 6:00 p.m. The application should be addressed to the Deputy Registrar (Estt. & Admn.), Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Post Manas Mandir, 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/02/2012 Dated : 01.01.2012

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

(Non-teaching Posts)

Post Code	Post Name	Category	Age	No. of Post	Essential Qualifications
01	Finance Officer	Gen	As per UGC norms	1	<p>1) A Master's Degree with at least 55% of the marks or its equivalent grade.</p> <p>2) At least 15 years' of experience as Assistant Professor in the AGP of 7000 and above or with 8 years' of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar/Deputy Finance Officer or an equivalent post.</p> <p>Desirable :</p> <p>1. Well versed in the financial system.</p> <p>2. Knowledge of Hindi reading /writing /speaking.</p>
02	Regional Director	Gen-1 SC-1	Not more than 55 years	2	<p>1) Good academic record with a doctorate degree or equivalent published work in Education/Distance Education/Continuing Education. In addition to this candidate shall also possess at least 55% of marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D, E and F at the Masters degree Level.</p> <p>2) Five years of experience of teaching and/or Educational Administration and/or research excluding the period spent for obtaining the research degree and has made some mark in the area of scholarship as evidenced by quality of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula.</p>

					<p>Note : This post will not be at par with Academic Staff</p> <p>Desirable :</p> <ol style="list-style-type: none"> Well versed in the University System Knowledge of Hindi reading/ writing/ speaking.
03	Deputy Registrar	OBC	Not more than 45 years	1	<p>Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale, along with</p> <ol style="list-style-type: none"> Nine Years of experience as Assistant Professor in the AGP of Rs 6000 and above with experience in educational administration, OR Comparable experience in research establishment and/or other institutions of higher education, OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. <p>Desirable :</p> <ol style="list-style-type: none"> Knowledge of Hindi reading/writing /speaking. Experience of University system will be preferred.
04	Internal Audit Officer (on deputation basis)	--	--	1	<p>Deputation</p> <p>Officers holding analogous posts on regular basis or with 5 years regular service in the scale of Rs. 10000-15200 (Pre-revised) from the Central/State Government, University and other autonomous organisations.</p>
05	Editor	Gen	Not more than 55 years	1	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> A degree from a recognized University 3 years experience in editing reputed journals High standard publications Familiarity with the use of relevant computer applications with proof.
06	Assistant Editor	OBC	Not more than 45 years	1	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> A degree from a recognized University 2 years experience in editing reputed journals High standard publications Familiarity with the use of relevant computer applications with proof.
07	Assistant Engineer (on deputation basis)	--	--	1	<p>A degree in Civil Engineering with 5 years experience of supervising Civil works in Central/State University/Offices.</p> <p>Desirable :</p> <p>Knowledge of Hindi reading/writing/speaking.</p>
08	Assistant	OBC	Not more than 40 years	1	<ol style="list-style-type: none"> A Bachelor's Degree. Working knowledge of Computer Application. Knowledge of Hindi reading / writing / speaking.

Important Instructions:

1. The post of Internal Audit Officer & Assistant Engineer 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 Editor (Gen.), Assistant Editor (OBC) through the Adv. No. MGAHV/06/2010, dated 06.12.2010 need to apply a fresh. However they need not to pay any fee.
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 enclosures 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 summarily rejected without further consideration.
10. SC/ST/OBC (non-creamy layer) 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 attested copies of the all 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 on production of tickets.
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, Post Manas Mandir, 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/educational qualification/experience and not in prescribed proforma 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. 10.02.2012**

Registrar