



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/04/2012 DT. 27.01.2012

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

Non-teaching posts

Post Code	Post Name	Scale of pay	No. of Post	Age	Category
01	Personal Assistant	9300-34800 GP 4200	01	40	OBC
02	Technical Assistant	5200-20200 GP 2800	05	35	Computer (Gen.-1) Computer (PH/PD*-1) Film Studies (Gen.-1) Library (ST-1) Library (SC-1)
03	Stenographer	5200-20200 GP 2400	01	35	Gen
04	Computer Operator	5200-20200 GP 2400	01	35	ST

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 27.02.2012 upto 6:00 p.m. The application should be sent 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/04/2021 Dated : 27.01.2012

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

Non-teaching Posts

Post Code	Post Name	Category	Age	No. of Post	Essential Qualifications
01	Personal Assistant	OBC	40	01	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 in essential.
02	Technical Assistant Computer (Gen.-1) Computer (PH/PD*-1) Film Studies (Gen.-1) Library (ST-1) Library (SC-1)	1 Gen, 1 PH/PD*, 1 Gen, 1 ST 1 SC	35	05	Computer A Bachelor's Degree with Post Graduate Diploma in Computer Application/Information Technology. Film Studies A Bachelor's Degree with Diploma in Film Studies/Film appreciation. Library A Bachelor's Degree in Library Science with Diploma in Computer Application. Knowledge of Hindi reading /writing /speaking is essential.
03	Stenographer	Gen	35	01	A Bachelor's Degree with : i) Typing Speed 25 w.p.m. in Hindi and 30 w.p.m. English ii) Stenography Speed 80 w.p.m. in Hindi and 100 w.p.m. in English. Desirable : Knowledge of Hindi reading/writing/speaking.
04	Computer Operator	ST	35	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.

* PH (PD/OD) – Physically Handicapped (Partially Deaf/Orthopedically handicapped) Preference will be given to PD (Partially Deaf) and PB (Partially Blind) Category in teaching if candidates belonging to PD & PB category will not be available, candidates belonging to OH (Orthopedically handicapped) will be considered.

Important Instructions:

1. Those who have already applied for the post of Technical Assistant (Computer-OBC) & (Film Studies-SC) through the Adv. No. MGAHV/06/2010 and qualified in the written test held on 17.07.2011 need not apply again.
2. Those who have already applied for the post of Technical Assistant (Library-SC & ST) & Computer Operator (ST) through the Adv. No. MGAHV/03/2011, dated 28.06.2011 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 enclosures and those received after the last date also, applications not accompanied with requisite demand draft will not be entertained.
5. 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)
6. No fee is to be paid by the SC/ST/Physically handicapped/women candidates and in service candidates of MGAHV, Wardha.
7. Separate Application along with application Fee should be submitted for each post applied for.
8. 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 and 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 (non-creamy layer) candidates must in the format as prescribed by the GOI, otherwise, the application will be summarily rejected without further consideration.
9. Those having working experience in the University system may be given age relaxation to the extent of their experience, limited to a maximum of 5 years or similar or just one below to the applied posts/Grade.
10. 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).
11. The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
12. 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.

13. Candidates selected will be on probation for a period of one year for group A post & two years for others.
14. 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.
15. 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.
16. 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.
17. Applicants will be required to enclose all attested copies of the certificates of their educational qualifications, experience etc.
18. 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.
19. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to fill up the post(s) and to reject any or application without any reason, or alter/modify 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.
20. 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.
21. In case of any disputes/suites or legal proceeding against the University, the jurisdiction shall be restricted to the court of Wardha/Nagpur.
22. Applicants shall apply on the prescribed application form of this University only, which is available on University website www.hindivishwa.org.
- 23.** The Application should be sent to the Deputy Registrar (Establishment), Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post- Manas Mandir, Gandhi Hill, 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.**
24. The University will not be responsible for postal delay, if any.
25. Canvassing directly or indirectly will be treated as disqualification.
26. **Last Date for submission of application: up to 6:00 P.M. 27.02.2012**

Registrar