



महात्मा गांधी अंतरराष्ट्रीय हिन्दी 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/06/2010 DT. 06.12.2010

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

Post Code	Post Name	Department	Category	No. of Post
1	Finance Officer	37400-67000 GP 10000	Gen	01
2	Director, Distance Education	37400-67000 GP 10000	Gen	01
3	Deputy Finance Officer	15600-39100 GP 7600	OBC	01
4	Regional Director, Distance Education	15600-39100 GP 7600	OBC	01
5	Editor	15600-39100 GP 7600	Gen	01
6	Assistant Editor	15600-39100 GP 5400	OBC	01
7	Assistant Engineer (On Deputation)	9300-34800 GP 4600	Gen	01
8	Personal Assistant	9300-34800 GP 4200	Gen	02
9	Technical Assistant	5200-20200 GP 2800	Computer (1 OBC, 1 PH/PD*) Mass Media (1 Gen) Library (1 SC, 1 ST) Film Studies (1 SC)	06

Details of Education Qualification, Experience, Application form etc. can be downloaded from the University website www.hindivishwa.org. Last Date for submission of application is 31.01.2011 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

(Established by Parliament by Act No. 3 of 1997)
Gandhi Hill, Umari, Wardha- 442001 (Maharashtra)
Ph. (07152) 255707; Fax (07152) 230903
Website : www.hindivishwa.org

Employment Notice No.: MGAHV/06/2010

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).

Non-teaching Posts

Post Code	Post Name	Pay Scale and grade pay	Category	No. of Post
1	Finance Officer	37400-67000 GP 10000	Gen	01
2	Director, Distance Education	37400-67000 GP 10000	Gen	01
3	Deputy Finance Officer	15600-39100 GP 7600	OBC	01
4	Regional Director, Distance Education	15600-39100 GP 7600	OBC	01
5	Editor	15600-39100 GP 7600	Gen	01
6	Assistant Editor	15600-39100 GP 5400	OBC	01
7	Assistant Engineer (On Deputation)	9300-34800 GP 4600	Gen	01
8	Personal Assistant	9300-34800 GP 4200	Gen	02
9	Technical Assistant Computer (1 OBC, 1 PH/PD*) Mass Media (1 Gen) Library (1 SC, 1 ST) Film Studies (1 SC)	5200-20200 GP 2800	1 Gen, 1 OBC, 2 SC, 1 ST, 1 PH/PD*	06

*PH (PD/OH) – PD & PB category will not be available, candidates belonging to OH (Orthopedically handicapped) will be considered.

Annexure-1 (Non-teaching Posts)

Post Code	Post Name	Category	No. of Post	Essential Qualifications
1	Finance Officer	Gen	01	A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with (i) at least 15 years of experience as Assistant Professor in the AGP of Rs.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. or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post Desirable 1. Well versed in the University System. 2. Knowledge of Hindi reading /writing/ speaking
2	Director, Distance Education	Gen	01	1) Good academic record with a doctorate degree or equivalent published work in Education/Distance

				<p>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) Fifteen years of experience of teaching and/or Educational Administration and/or research excluding the period spent for obtaining the research degrees and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula.</p> <p>Note: The appointment for the position will be made on tenure of 5 years with a provision of renewal of appointment for the further terms of 5 years, if necessary.</p> <p>Desirable</p> <p>1. Well versed in the University System. 2 Knowledge of Hindi reading /writing/ speaking</p>
3	Deputy Finance Officer	OBC	01	<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> <p>(i) Nine Years' of experience as Assistant Professor in the AGP of Rs 6000 and above with experience in educational administration, or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable</p> <p>1. Knowledge of Hindi reading/writing/ speaking. 2. Experience of University system will be preferred.</p>
4	Regional Director, Distance Education	OBC	01	<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 degrees and has made some mark in the area 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</p>

				<p>with Academic Staff</p> <p>Desirable 1. Well versed in the University System. 2 Knowledge of Hindi reading /writing/ speaking</p>
5	Editor	Gen	01	<p>A Master's Degree with good academic record. Five years' experience of literary journalism. Knowledge of Hindi reading/writing/speaking is essential.</p>
6	Assistant Editor	OBC	01	<p>A Master's Degree with good academic record. Three years' experience of literary journalism. Knowledge of Hindi reading/writing/speaking is essential.</p>
7	Assistant Engineer (On Deputation)	Gen	01	<p>A degree in Civil Engineering with 5 years experience of supervising Civil works in Central/State University/Offices.</p> <p>Knowledge of Hindi reading/writing/speaking is essential.</p>
8	Personal Assistant	Gen	02	<p>1) A Bachelor's Degree with: i) Typing Speed 30 wpm in Hindi OR 40 wpm English ii) Stenography Speed 100 wpm in Hindi OR 120 wpm in English 2) 5 years experience as a stenographer in the scale of pay of Rs. 4000-100-6000 (pre-revised)</p> <p>Knowledge of Hindi reading/ writing/ speaking is essential</p>
9	<p>Technical Assistant</p> <p>Computer (1 OBC, 1 PH/PD*) Mass Media (1 Gen) Library (1 SC, 1 ST) Film Studies (1 SC)</p>	<p>1 Gen, 1 OBC, 2 SC, 1 ST, 1 PH/PD*</p>	06	<p>Computer A Bachelor's Degree with Diploma/Certificate in Computer Application/Information Technology</p> <p>Mass Media Bachelor Degree in Electronics & Communication Engg. OR Bachelor's Degree with Diploma in Electronics & Communication Engg</p> <p>Library A Bachelor's Degree in Library Science with Diploma in Computer Application.</p> <p>Film Studies A Bachelor's Degree with Diploma/Certificate in Film Studies/Film appreciation.</p> <p>Knowledge of Hindi reading/writing/speaking is essential.</p>

Important Instructions:

1. **Due to administrative reasons the advertisement no. MGAHV/01/2007, MGAHV/03/2007, MGAHV/01/2008 and MGAHV/02/2010 in which the post of 'Technical Assistant' was published in various news papers and University website may be treated as cancelled (only for the post of Technical Assistant).**
2. Age limit as on last date of advertisement-
 - a) for the post code No. 1 as per UGC norms
 - b) for the post code No. 2 & 4 not more than 55 years
 - c) for the post code No. 3 & 5 not more than 45 years
 - d) for the post code No. 6 & 7 not more than 40 years
 - e) for the post code No. 8 & 9 not more than 35 years
3. All applicants must fulfill 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. 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 candidates to be called for 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.
5. Application that are not in conformity with the requirement indicated in this advertisement, incomplete applications and those received after the last date also, applications not accompanied with requisite demand draft will not 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 deposited will not be returned under any circumstances)
7. No fee is to be paid by the SC/ST/Physically handicapped 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 will be given as per the Govt. of India norms.
10. SC/ST/OBC category candidates should submit Caste Certificate (attested copy) in the proforma 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 and should submit NOC at the time of interview.
16. If any time before or after of the selection of a candidate, it is found that any information is false or suppressed, his selection will be liable to be cancelled.
17. Educational Qualification shall be considered as on closing date.

18. Applicants will be required to enclose attested copies of the certificates of their educational qualifications, experience etc.
19. The University will not be responsible for postal delay, if any.
20. 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.
21. 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.
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, 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 proforma will not be considered. Applicant must write the post name & post code on envelope.
24. Canvassing directly or indirectly will be treated as disqualification.
25. **Last Date for submission of application: up to 5:00 P.M. 31.01.2011.**

Registrar