



# महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

पोस्ट हिंदी विश्वविद्यालय, गांधी हिल्स, वर्धा-442001 (महाराष्ट्र)

दूरभाष सं : 07152-230901; वेबसाइट : [www.hindivishwa.org](http://www.hindivishwa.org)

## रोज़गार सूचना

कुलसचिव, वित्ताधिकारी एवं परीक्षा नियंत्रक के पद हेतु

विज्ञापन संख्या : एम.जी.ए.एच.वी./03/2025

दिनांक : 25.03.2025

विश्वविद्यालय में सीधी भर्ती/ प्रतिनियुक्ति के अंतर्गत निम्नलिखित गैर-शैक्षणिक पदों को भरने के लिए विश्वविद्यालय की वेबसाइट के माध्यम से अर्ह भारतीय नागरिकों से निर्धारित प्रपत्र में आवेदन आमंत्रित किये जाते हैं :

पद कोड	पदनाम	7वें वेतन आयोग के अनुसार पै-मैट्रिक्स		कुल पद	श्रेणी
		पै-लेवल	वेतन सीमा		
1	कुलसचिव	लेवल-14	₹ 1,44,200 - 2,18,200	01	अनारक्षित
2	वित्ताधिकारी	लेवल-14	₹ 1,44,200 - 2,18,200	01	अनारक्षित
3	परीक्षा नियंत्रक	लेवल-14	₹ 1,44,200 - 2,18,200	01	अनारक्षित

ऑनलाइन आवेदन जमा करने की अंतिम तिथि रोज़गार समाचार में विज्ञापन के प्रकाशन की तिथि से 21 (इक्कीस) दिन होगी। किसी भी तरह का शुद्धिपत्र, यथावश्यकता केवल विश्वविद्यालय की वेबसाइट पर प्रकाशित किया जाएगा। आवेदन हेतु लिंक 'रोज़गार समाचार' में प्रकाशन की तिथि से विश्वविद्यालय की वेबसाइट पर उपलब्ध होगा।

आवेदन ऑनलाइन करना अनिवार्य है। आवेदन की हार्ड-कॉपी तथा सेवारत (In-service) आवेदकों की अग्रिम प्रति, संबंधित दस्तावेजों सहित डाक (सिर्फ पंजीकृत/स्पीड पोस्ट) से विश्वविद्यालय में भेजने की अंतिम तिथि ऑनलाइन आवेदन करने की अंतिम तिथि से 10 (दस) दिन होगी। उपर्युक्त पदों के लिए शैक्षणिक योग्यता, आयु, अनुभव, सेवा शर्तों, परिलब्धियों, वांछनीय योग्यताओं एवं आवेदन शुल्क इत्यादि से संबंधित विस्तृत विवरण विश्वविद्यालय की वेबसाइट : [www.hindivishwa.org](http://www.hindivishwa.org) पर उपलब्ध है।

  
कुलसचिव



## MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

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

Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha - 442001(Maharashtra)

Telephone No.: 07152-230901; Website: [www.hindivishwa.org](http://www.hindivishwa.org)

### NOTIFICATION FOR NON-TEACHING POSTS

(REGISTRAR, FINANCE OFFICER & CONTROLLER OF EXAMINATIONS)

**Advt. No. MGAHV/03/2025**

**Dated : 25.03.2025**

Online applications are invited from the eligible Indian citizens in the prescribed format through University website for filling up the following posts under Direct Recruitment / Deputation basis in the University :

Post Code	Name of the Post	Pay Matrix as per 7th CPC		No. of Posts	Post Category
		Pay Level	Pay Range		
1	Registrar	Level - 14	Rs. 1,44,200 – 2,18,200	01	UR
2	Finance Officer	Level - 14	Rs. 1,44,200 – 2,18,200	01	UR
3	Controller of Examinations	Level - 14	Rs. 1,44,200 – 2,18,200	01	UR

The last date for submission of online application is 21 (Twenty-One) days from the date of publication of the advertisement in the Employment News/Rozgar Samachar. Corrigendum, if any, in this regard shall be published on the University website only. **Link for filling up of Online Application will be available on the date of publication of advertisement in the Employment News/Rozgar Samachar.**

**Submission of ONLINE Application is essential.** The hard copy of application form along with supporting annexure(s) and advance copy by in-service applicants should reach the University by post (Registered/Speed post only) within 10 days from the last date of submission of online application. Please visit University website [www.hindivishwa.org](http://www.hindivishwa.org) for further details regarding Qualifications, Age, Experience, Service conditions, Emoluments, Desirable qualifications and Application / Processing fee etc.

  
Registrar



# MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

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

## Minimum Qualification, Experience and other criteria for recruitment to the post of **(Registrar, Finance Officer & Controller of Examinations)**

Adv.t. No. MGAHV/03/2025

Dated : 25.03.2025

Online applications are invited from the eligible Indian citizens in the prescribed format for filling up the following Non-teaching posts under Direct Recruitment / Deputation basis in the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV). Category and Pay Level along with essential and desirable qualifications etc. required for the posts are given below :

Post Code	Name of the Post	No. of Post with Category	Age Limit (as on last date)	Eligibility
1	<b>Registrar</b> (Tenure for 05 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier)  Pay Level -14 (Rs. 1,44,200 to 2,18,200)	One (01-UR)	Preferably below 57 years	<b>Essential Qualifications:</b> i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration, <b>OR</b> Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. <b>Desirable Qualifications:</b> i) Well versed in University system ii) Knowledge of Hindi : reading, writing and speaking.
2	<b>Finance Officer</b> (Tenure for 05 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier)  Pay Level -14 (Rs. 1,44,200 to 2,18,200)	One (01-UR)	Preferably below 57 years	<b>Essential Qualifications:</b> i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <b>OR</b> Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. <b>Desirable Qualifications:</b> i) Well versed in University system ii) Knowledge of Hindi : reading, writing and speaking.
3	<b>Controller of Examinations</b> (Tenure for 05 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier)  Pay Level -14 (Rs. 1,44,200 to 2,18,200)	One (01-UR)	Preferably below 57 years	<b>Essential Qualifications:</b> i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <b>OR</b> Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. <b>Desirable Qualifications:</b> i) Well versed in University system ii) Knowledge of Hindi : reading, writing and speaking.

## **General Terms & Conditions**

1. Online submission of application shall be essential.
2. All applicants must fulfill essential qualifications of the post(s) and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the minimum eligibility criteria and conditions laid down for the post(s) applied for. The applicant will be solely responsible for the authenticity of the submitted information.
3. Applications not in conformity with the requirements indicated in this advertisement, incomplete without any enclosures (attested/self-attested copies of the all certificates of their educational qualifications, experience and proof of remittance of fees etc.), received after the last date, applications not accompanied with requisite application / processing fee and not in prescribed pro-forma will not be entertained.
4. **The MGAHV reserves the right:**
  - a) to fix criteria for Screening/short-listing the applications/applicants.
  - b) to raise the standard of specifications to restrict the number of candidates to be called for interview.
  - c) to withdraw the advertisement either partly or fully at any time without assigning any reason.
  - d) to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - e) to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the competent authority.
  - f) to alter/insert any corrections/additions in the advertisement on the website, if required, before the last date prescribed for the receipt of applications.
  - g) the Selection Committee may decide its own method of evaluating the performance of the candidates in interview, where method of recruitment is interview.
  - h) in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the MGAHV reserves right to cancel any communication made to the candidate(s).
  - i) to verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.
5. **Application / Processing Fees :**
  - (a) All candidates applying for any post are required to deposit application / processing fee @ Rs.1,000/- (One Thousand Rupees only), through Online Payment Gateway ONLY. Application / Processing Fee is non-refundable under any circumstances and once deposited will not be returned or adjusted. Application / Processing Fee submitted for a particular post is not transferable to any other post.
  - (b) Women candidates and Regular Employees of MGAHV, Wardha are exempted from paying application / processing fee.
6. **Separate Application along with application / processing fee should be submitted for each post applied for.**
7. 'B' Grade in the Seven point Scale with grades O, A, B, C, D, E, & F shall be regarded as equivalent of 55% where the grading system is followed.
8. The candidates must attach/upload copies of all mark statements (UG & PG). Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be attached/uploaded as a supporting document.
9. Only Matriculation/Secondary School/Higher Secondary School passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.
10. The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness by the MGAHV. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case, the report/s with regard to his/her conduct, character, and antecedents is found to be unsatisfactory, the appointment shall be cancelled/withdrawn forthwith.

11. Candidate who is already in service (working in Govt. Department, Autonomous bodies, Public Sector Undertakings, Universities etc.) shall submit his/her application 'Through Proper Channel' along with Vigilance Clearance Certificate from the Competent Authority. However, he-she may send an advance copy of his/her application along with attested/self-attested copies of the all certificates of their educational qualifications, experience, attested copies of last five (05) years APARs, category and proof of remittance of fees etc. before the closing date and in case his/her application is not forwarded due to whatever reasons till the time of interview, as the case may be, he/she, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.
12. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
13. University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.
14. Candidate(s) serving in the Private or Deemed Universities/Organization/Institutions, required to submit his / her Form-16 or ITR for the duration of experience claimed along with salary / pay-scale certificate, Appointment Order and emoluments drawing, failing which, the candidature will not be considered.
15. Certificate in support of experience should be in proper format i.e. it should be on the Organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue and seal clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received, if applicable.
16. Applicants interested to apply for the above advertised post(s) should ensure that they have enclosed attested/self-attested copies of their every Pay fixation.
17. It shall be the responsibility of the candidate to assess his/her own eligibility for the position for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, production of fake documents, providing false or misleading information or canvassing (directly or indirectly) in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any position, the decision of the MGAHV shall be final.
18. If at any time before or after the selection of a candidate, it is found that any information is false or suppressed, his/her selection will be liable to be cancelled.
19. The upper age limit for appointment to various posts shall be as specified against each post. 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.
20. **Reservation and Relaxation:** (i) The reserved category candidates shall be treated at par with Unreserved category candidates. No relaxation will be provided on UR post to any category candidates and selection will be based on merit only.  
(ii) The PWD candidates with less than 40% of relevant disability shall not be considered. The disability certificate must be issued by competent authority, duly authorized by the Central or State Government.
21. **Payment of T.A.:** A candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/ or holding any other employment under PSUs/Local Governments/Panchayats.
22. The person appointed against any position shall be governed by the provisions of the Act/ Statutes/ Ordinances/ Rules of the MGAHV, UGC Regulations and also the CCS (Conduct) Rules, 1964, CCS(CCA) Rule, 1965, or any other Rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employee by the Executive Council of the MGAHV.

The MGAHV shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

23. The service conditions including Pay Level and age of superannuation shall be as per Government of India/ UGC rules.
24. The candidates selected shall be appointed under a written contract as prescribed by the Ordinances of MGAHV.
25. Candidates must write their Email ID neatly and correctly for mailing interview/appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an E-mail-ID must create an ID and check it regularly for further communication.
26. **Call letters to attend the interview will be sent to the shortlisted candidates by Email only.** No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the MGAHV Website and their Email regularly.
27. The following categories of persons shall not be eligible to apply for any position in the MGAHV:
  - a) Who has been convicted by any Court of Law or if any criminal proceedings are pending against him;
  - b) Who has entered into or contracted a marriage with a person having a spouse living;
  - c) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the MGAHV may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
  - d) Who is not a citizen of India; and
  - e) Any other category of person disqualified for appointment by the Government of India/UGC from time to time.
28. Though a selected candidate's headquarters will be Wardha (Maharashtra), but as per requirements of the University he/she will be liable to serve/may be transferred anywhere within the jurisdiction of the University.
29. Regarding any dispute/ambiguity or lack of clarity in any clause or rules that may occur in the process of selection, the decision of the MGAHV shall be final.
30. In case of any disputes, any suits or legal proceedings against the MGAHV, the territorial jurisdiction shall be restricted to the Court of Wardha District/Bombay High Court, Nagpur Bench, Nagpur (Maharashtra) only.
31. The appointment of candidates on Regular basis shall be governed by National Pension Scheme (NPS) (Applicable on Organizations established on or after 01/01/2004) and as such employees coming from pensionable establishments would be governed by Pension Scheme of the parent department till such time, they retain Lien with the parent Organization.
32. **How to Apply :**
  - (i) **Submission of ONLINE Application is essential.** Interested candidates have to submit the ONLINE APPLICATION FORM made available on the University website following the instructions given therein before the last date of submission.
  - (ii) The last date for submission of online applications completed in all respects is 21 (Twenty One) days from the date of publication of advertisement in the Employment News/Rozgar Samachar.
  - (iii) Every page of the application and annexure as well as certificates must be self-attested.
  - (iv) After successfully submission of the Application form, **the hard copy of application form along with supporting annexure(s) i.e. Self-attested copies of the certificates of proof of Age, qualifications, experience and caste etc. and advance copy by in-service applicants should reach the University by post (Registered/Speed post only) within 10 days from the last date of submission of online application.**

 25/02/25

- (v) Hardcopy of application form along with all the enclosures MUST REACH to the MGAHV before last date as prescribed above and the following must be clearly written/typed on the sealed envelope :

<b>Employment Notice No. : MGAHV/03/2025</b>	
“Application for the post of .....	
	Post Code No.....”
To	
	<b>The Registrar (Attn. : Recruitment Cell) Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442 001 (Maharashtra)</b>
From	
_____	
_____	
Contact No.: Ph.(With STD) _____	Mob. No. _____
E-Mail : _____	

- (vi) The applications received after due date, incomplete, not duly signed, non-remittance of prescribed fee, without attested copies of the certificates/education qualification/experience and not in the prescribed proforma shall be liable to be rejected.
- (vii) The MGAHV will not be responsible for any delay/loss due to postal delay or technical reasons in receipt of the application forms. The MGAHV will also not be responsible for invalid/wrong e-mail ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and MGAHV website i.e. [www.hindivishwa.org](http://www.hindivishwa.org) for updates. All correspondence from the University including interview call letter shall be sent to the e-mail ID as provided by the candidate.
- (viii) No correspondence or telephonic/electronic query will be entertained from candidates regarding postal delays, conduct & result of interview and reasons for not being called for interview etc.

### **Important Instructions**

- Link for filling up of Online Application will be available on University website only on the date of publication of advertisement in the Employment News/Rozgar Samachar.
- **Addendum/Dedendum/Corrigendum/Notices related to this advertisement, if any, shall be published only on the MGAHV Website ([www.hindivishwa.org](http://www.hindivishwa.org))** and will not be published in the newspapers.
- MGAHV will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, candidates are advised to check the MGAHV website ([www.hindivishwa.org](http://www.hindivishwa.org)) regularly.
- The list of short-listed candidates for Interview or any other information related to Date, Time and Venue of Interview shall be published on the MGAHV Website i.e. [www.hindivishwa.org](http://www.hindivishwa.org) ONLY.
- No request for change of position(s) applied for and update of new information in the application form will be entertained after the last date of application.
- For any clarification query or technical problem in submitting online application following may be contacted:
  - ❖ For technical issues i.e. submission of online application, payment etc. by mail only on [techsupport@hindivishwa.ac.in](mailto:techsupport@hindivishwa.ac.in) & on any working day (Monday to Friday) between 10:00 am to 5:00 pm on telephone No. 07152 – 230901 & 230905 (Extn.147).
  - ❖ All other information by mail on [recruitmentcell@hindivishwa.ac.in](mailto:recruitmentcell@hindivishwa.ac.in) & on any working day (Monday to Friday) between 10:00 am to 5:00 pm on telephone No. 07152 – 230901 & 230905 (Extn.110).

  
Registrar

## DECLARATION

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_  
hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature/ appointment may be cancelled by the University without any reason thereof.

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the applicant

\_\_\_\_\_  
(Name in Capital letter)

*Pratik Kumar*  
25/03/25



**ENDORSEMENT BY THE EMPLOYER (FOR IN SERVICE APPLICANTS)**

- a) In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/ Autonomous Organizations, the endorsement form must be signed by the employer.
- b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

**Forwarded to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya,  
Wardha (Maharashtra) - 442001 (India)**

The applicant Dr/Mr./Mrs./Ms. \_\_\_\_\_ who has submitted this application for the post of \_\_\_\_\_ in the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya has been in employment \_\_\_\_\_ a Temporary / Contract / Permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay / Pay Band of Rs. \_\_\_\_\_. He / She is drawing a basic pay of Rs. \_\_\_\_\_. His /Her next increment is due on \_\_\_\_\_.

Further, it is certified that -

- (a) The information furnished by the applicant is verified and correct as per our office records.
- (b) No Disciplinary action and/or Vigilance case has ever been held or contemplated or is pending against the said applicant as on date.
- (c) His /Her (APAR(s) for the last five (05) years duly attested are enclosed.
- (d) There is no objection for his / her application being considered by the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya and in the event of selection, he/she will be relieved to join Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya as per rules.

**Signature of the Competent Officer**  
(Head of the Institute/Registrar/Principal with Seal)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Tel. No. \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

