



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha
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(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/03/2013 DT. 14.02.2013

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

Non-Teaching posts

Post Code	Name of Post (s)	Pay Band and Grade Pay	Maximum age limit	Number of post	Category
01	Deputy Registrar	PB-3 Rs. 15600-39100 GP 7600/-	45	01	OBC
02	Officer On Special Duty	PB-3 Rs. 15600-39100 GP 7600/-	55	01	Unreserved
03	Internal Audit Officer (on deputation basis)	PB-3 Rs. 15600-39100 GP 7600/-	---	01	---
04	Assistant Engineer (on deputation basis)	PB-2 Rs. 9300-34800 GP 4600/-	---	01	---

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 01.04.2013 upto 6:00 p.m. The application should be addressed to the Deputy Registrar (Estt. & Admn.), Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha- 442005 (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/03/2013 Dated : 14.02.2013

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

Non-Teaching Posts

Post Code	Post Name	Category	Age	No. of Post	Essential Qualifications
01	Deputy Registrar	OBC	Not more than 45 years.	01	<p>A Master's Degree with at least 55% of the 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><u>Desirable :</u></p> <p>Knowledge of Hindi reading/writing/speaking.</p>
02	Officer On Special Duty	Unreserved	Not more than 55 years.	01	<p>i. A Post Graduate Degree with at least 55% marks or its equivalent grade.</p> <p>ii. 12 years of experience in administration if a Government/Semi-Government/Public Sector/ Autonomous Organization fully funded by the Govt. of Educational Institution of higher learning, of which at least 5 years at the level of Pay Band Rs. 15600-39100 with Grade Pay Rs. 6600/- (Pre-revised Rs. 10,000-325-15200) or equivalent grade dealing in personnel management and industrial relations, purchase & stores, campus development and management and other aspects of administration.</p> <p><u>Desirable :</u></p> <p>Sound working knowledge of Rules and Regulations of Central Government /University/R&D Institution relation to general administration, Academic/ Examination/Finance/ Estate Maintenance/ Contract Management/Outsourcing etc. Proven leadership qualities, adaptability, flexibility and ability to work as a team-man.</p>

03	Internal Audit Officer (on deputation basis)	---	---	01	Deputation : Officer 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.
04	Assistant Engineer (on deputation basis)	---	---	01	A degree in Civil Engineering with 5 years experience of supervising Civil works in Central/State University/Offices. Desirable : Knowledge of Hindi reading/writing/speaking.

Important Instructions:

- 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. They need not to pay prescribed fee. Preference will be given to SC/ST candidates.

The respective officers/departments while forwarding the applications of the candidates should clearly certify the particulars submitted by the applicant, 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.
- Those who have already applied for the post of Deputy Registrar (OBC) in response to the Adv. No. MGAHV/02/2012, dated 01.01.2012 and for the post of Assistant Engineer (on deputation basis) through the Adv. No. MGAHV/10/2012, dated 22.06.2012 need not apply again. The advertisement for the post of Officer On Special Duty (OSD) is issued subject to approval of the competent authority.
- 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.
- 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.
- 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 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.
- 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)
- No fee is to be paid by the SC/ST/Physically handicapped & Women candidates and in service candidates of MGAHV, Wardha.
- Separate Application along with application Fee should be submitted for each post applied for.
- 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. 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 OR should submit NOC at the time of interview.
15. If any time before or after of the selection of a candidate, it is found that any information is false or suppressed, his/her 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 attested copies of the certificates of their educational qualifications, experience etc.
18. The University will not be responsible for postal delay, if any.
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 or 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- Hindi Vishwavidyalaya, Gandhi Hill, Wardha-442005 (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 preform will not be considered. **Applicant must write the post name & post code on envelope.**
25. Canvassing directly or indirectly will be treated as disqualification.
26. **Last Date for submission of application: up to 6:00 P.M. 01.04.2013**

Registrar