



EMPLOYMENT NOTICE FOR NON-TEACHING AND ACADEMIC (Non-Vacational) POSTS

Advt. No. MGAHV/08/2021 (AMENDED)

Dated : 05.09.2021

Online applications are invited for filling up the following posts:

Post Code	Post Name	Pay Scale	No. of Posts	Category
(A) Non-Teaching Posts				
01	Assistant Regional Director (Leave Vacancy)*	7th CPC, Level-10, Rs.56,100/-	01	UR
02	Assistant Editor	7th CPC, Level-10, Rs.56,100/-	01	UR
03	Assistant Registrar	7th CPC, Level-10, Rs.56,100/-	01	UR
04	Assistant Engineer \$	7th CPC, Level-07, Rs. 44,900/-	01	UR
05	Personal Assistant	7th CPC, Level-06, Rs. 35,400/-	02	UR
06	Professional Assistant	7th CPC, Level-06, Rs. 35,400/-	02	UR
07	Assistant	7th CPC, Level-06, Rs. 35,400/-	01	UR
08	Technical Assistant	7th CPC, Level-05, Rs. 29,200/-	01	UR
09	Technical Assistant (Computer)	7th CPC, Level-05, Rs. 29,200/-	01	UR
10	Stenographer	7th CPC, Level-04, Rs. 25,500/-	02	UR
11	Computer Operator (Leave Vacancy)*	7th CPC, Level-04, Rs. 25,500/-	01	UR
12	Laboratory Assistant	7th CPC, Level-04, Rs. 25,500/-	01	UR
13	Library Assistant	7th CPC, Level-03, Rs. 21,700/-	01	UR
14	LDC (Leave Vacancy)*	7th CPC, Level-02, Rs. 19,900/-	01	UR
15	Hindi Typist	7th CPC, Level-02, Rs. 19,900/-	01	UR
16	Laboratory Attendant	7th CPC, Level-01, Rs. 18,000/-	01	UR
17	Library Attendant	7th CPC, Level-01, Rs. 18,000/-	01	UR
(B) Academic (Non-Vacational) Posts				
18	Research Officer	7th CPC, Level-10, Rs. 57,700/-	03	UR-02, OBC-01
19	Assistant Coordinator	7th CPC, Level-10, Rs. 57,700/-	01	UR
20	Language Associate	7th CPC, Level-07, Rs. 44,900/-	03	UR-02, OBC-01
21	Grammar Associate	7th CPC, Level-07, Rs. 44,900/-	01	OBC

Two posts shall be fixed for PwD in their concerned category as per rules.

* **Leave Vacancy** : University employees on seniority basis may be considered for adhoc promotion.

\$ **On Deputation/Contract Basis**

Those candidates, who had applied earlier in response to the previous Advt. No. MGAHV/10/2019 dated 11-11-2019 & Advt. No. MGAHV/02/2020 dated 12.12.2020 **need not apply again**. However, if any of the applicants interested to update his/her qualification, experience etc., he/she may do so in writing separately by mail **with Advt. No. and Application Number** on mail ID: recruitmentcell.mgahv@gmail.com before last date of submission of online application. The last date for submission of online application is **10-11-2021 (11:59 pm)**. Corrigendum, if any, in this regard shall be published on the University website only. Change, if any, in this Advt. shall also be applicable for previous Advt. No. MGAHV/10/2019 dated 11-11-2019 & Advt. No. MGAHV/02/2020 dated 12.12.2020.

Submission of ONLINE Application is essential. Its printed copies along with annexure by fresh candidates and advance copy by in-service candidates should reach the University by post (Registered/Speed post only) after 7 days of submission of last date of online application i.e. 17-11-2021. Please visit website of the University: www.hindivishwa.org for details regarding eligibility, experience and desirable qualifications etc.

कादर नाज
Registrar
24/10/21



Details of Advertisement for Non-Teaching and Academic (Non-Vacational) Posts

(Ref.: Advt. No. MGAHV/08/2021 Dated : 05.09.2021)

Online applications are invited for filling up the following Non-teaching and Academic (Non-vacational) posts under category and Pay Level along with essential and desirable qualifications etc. required for the posts are given below:

Post Code	Post	No. of Post with Category	Maximum Age for application	Essential Qualification
(A) Non-Teaching Posts				
01	Assistant Regional Director (Leave Vacancy) * Pay Level -10 (Rs. 56,100/-)	One (01-UR)	Not more than 55 years	Essential: a) Master's Degree with at least 55% of the marks or an equivalent grade of 'B' in the UGC 7 point scale along with a good academic record. b) Five years of experience in Administration/ Establishment/ Finance and Accounts/ Store and Purchase etc. as Section Officer or in pay level 7 in the Central/State Govt. /Autonomous Organization/ University etc. Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/speaking.
02	Assistant Editor Pay Level -10 (Rs. 56,100/-)	One (01-UR)	Not more than 45 years	Essential: A Master degree in Hindi/Sanskrit language from a recognized University with at least 55% marks or its equivalent grade in a point scale wherever grading system is followed along with a good academic record, with a) 5 years experience in editing of reputed journals and high standard publications; b) Familiarity with the use of relevant computer applications with proof-reading. Desirable: a) Doctor's Degree in Hindi/Sanskrit Language b) Proficiency in English
03	Assistant Registrar Pay Level -10 (Rs. 56,100/-)	One (01-UR)	Not more than 45 years	Essential: A Master degree with at least 55% marks or its equivalent grade in a point scale wherever grading system is followed. Desirable: Knowledge of Hindi reading/writing and speaking.
04	Assistant Engineer (On Deputation/Contract) \$ Pay Level-07 (Rs. 44,900/-)	One (01-UR)	Not more than 40 years	Essential: A Degree in Civil Engineering with 5 years' experience supervising Civil works in Central/State University/Offices. Desirable: Knowledge of Hindi reading/writing/speaking.
05	Personal Assistant Pay Level -06 (Rs. 35,400/-)	Two (02-UR)	Not more than 40 years	Essential: a) Bachelor's Degree with: i) Typing Speed 30 wpm in Hindi or 40 wpm in English. ii) Stenography Speed 100 wpm in Hindi or 120 wpm in English. b) 5 years' experience as Stenographer in scale of pay Level -04 (Revised) Desirable: Knowledge of Hindi reading/writing/ speaking is essential.

Post Code	Post	No. of Post with Category	Maximum Age for application	Essential Qualification
06	Professional Assistant Pay Level -06 (Rs. 35,400/-)	Two (02-UR)	Not more than 40 years	Essential: a) M.Lib.Sc./MLISC. or equivalent with 50% marks OR Master's Degree in Arts/Science/ Commerce or any other discipline with 50% and B.Lib Sc./B.L.I.Sc. with 50% marks b) Computer Science/ Application paper at Graduate/ PG level or one year Diploma in Computer Application/PGDCA six months computer science/Application course from a recognized institution. Desirable: Knowledge of Hindi reading/ writing/speaking.
07	Assistant Pay Level -06 (Rs. 35,400/-)	One (01-UR)	Not more than 40 years	Essential: a) Bachelor's Degree. b) 3 years experience in a Central/State University/any recognized Institution in regular capacity. c) Working knowledge of Computer. d) Knowledge of Hindi reading/ writing/ speaking.
08	Technical Assistant Pay Level -05 (Rs. 29,200/-)	One (01-UR)	Not more than 35 years	Essential: a) Bachelor's Degree in Library Science with one year Diploma in Computer Application/PGDCA. b) Knowledge of Hindi reading/ writing/ speaking.
09	Technical Assistant (Computer) Pay Level -05 (Rs. 29,200/-)	One (01-UR)	Not more than 35 years	Essential: a) A Bachelor's Degree with one year Diploma in Computer Application/ Information Technology / PGDCA. b) Knowledge of Hindi reading/ writing/ speaking.
10	Stenographer Pay Level -04 (Rs. 25,500/-)	Two (02-UR)	Not more than 35 years	Essential: Bachelor's Degree with a) Typing Speed 25 wpm in Hindi and 30 wpm in English b) Stenography Speed 80 wpm in Hindi and 100 wpm in English Desirable: Knowledge of Hindi reading/ writing/speaking
11	Computer Operator (Leave Vacancy) * Pay Level -04 (Rs. 25,500/-)	One (01-UR)	Not more than 35 years	Essential: Bachelor's degree with Diploma in Computer Applications from a recognized University/ Institution. Desirable: 1. Preference will be given to the candidates having 3 years experience in a Central/State University/any recognized Institution in regular capacity. 2. Knowledge of Hindi writing, reading and speaking.
12	Laboratory Assistant Pay Level -04 (Rs. 25,500/-)	One (01-UR)	Not more than 40 years	Essential: Bachelor's Degree in Computer Application or Information Technology from a recognized University. Desirable: 1. Experience in computer laboratory of an Academic / Research Institutions. 2. Knowledge of Hindi reading/writing/speaking.
13	Library Assistant Pay Level -03 (Rs. 21,700/-)	One (01-UR)	Not more than 40 years	Essential: a) Bachelor's Degree in Library Science. b) One year Diploma in Computer Application/PGDCA from a recognized University/Institution. Desirable: Knowledge of Hindi reading/writing/speaking.

Post Code	Post	No. of Post with Category	Maximum Age for application	Essential Qualification
14	LDC (Leave Vacancy) * Pay Level -02 (Rs. 19,900/-)	One (01-UR)	Not more than 30 years	Essential: a) 10+2 or its equivalent examination from a recognized Board. b) Typing Speed 30 wpm in Hindi on Computer and Typewriter. Typing Test: 1. Speed in Hindi: 30 wpm 2. Speed in English: 40 wpm Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/speaking.
15	Hindi Typist Pay Level -02 (Rs. 19,900/-)	One (01-UR)	Not more than 30 years	Essential: a) 10+2 or its equivalent examination from a recognized Board. b) Typing Speed 30 wpm in Hindi on Computer and Typewriter. Typing Test: 1. Speed in Hindi: 30 wpm, 2. Speed in English: 40 wpm Desirable: 1. One year Diploma in Computer Application. 2. Knowledge of Hindi reading/writing/speaking.
16	Laboratory Attendant Pay Level -01 (Rs. 18,000/-)	One (01-UR)	Not more than 28 years	Essential: Senior secondary or its equivalent from a recognized Board. Desirable: 1. Working Knowledge of Computer with experience of two years. 2. Knowledge of Hindi reading/writing/speaking.
17	Library Attendant Pay Level -01 (Rs. 18,000/-)	One (01-UR)	Not more than 28 years	Essential: 10+2 or its equivalent examination from a recognized Board. Desirable: 1. Certificate course in Library Science from recognized Institute/University. 2. Working knowledge of computer. 3. Knowledge of Hindi reading/writing/speaking.
(B) Academic (Non-Vacational) Posts				
18	Research Officer Pay Level -10 (Rs. 57,700/-)	Two (02-UR) One (01-OBC)	As per UGC Regulation 2018 for the post of Assistant Professor	Essential: A) (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/ relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2018 and their amendments from time to time as the case may be

			<p>exempted from NET/SLET/SET :</p> <p><i>Provided</i>, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfilment of the following conditions :-</p> <p>(a) The Ph.D. degree of the candidate has been awarded in a regular mode;</p> <p>(b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>(c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>(d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;</p> <p>(e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.</p> <p>Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>Note 2: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.</p> <p style="text-align: center;">OR</p> <p>B) The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:</p> <p>(i) Quacquarelli Symonds (QS)</p> <p>(ii) the Times Higher Education (THE) or</p> <p>(iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <p>Note: <i>The Academic score as specified in Appendix II (Table 3A) for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p> <p><u>Desirable:</u></p> <p>1. Proficiency of teaching in Hindi</p> <p>2. Minimum two research publications in the concerned area.</p> <p>3. Proficient knowledge of Computer/ICT</p>
19	<p>Assistant Coordinator</p> <p>Pay Level -10 (Rs. 57,700/-)</p>	One (01-UR)	<p>Not more than 50 years</p> <p><u>Essential:</u></p> <p>A) (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/ relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2018 and their amendments from time to time as the case may be</p>

				<p>exempted from NET/SLET/SET :</p> <p><i>Provided</i>, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions subject to the fulfilment of the following conditions :-</p> <ol style="list-style-type: none"> The Ph.D. degree of the candidate has been awarded in a regular mode; The Ph.D. thesis has been evaluated by at least two external examiners; An open Ph.D. viva voce of the candidate has been conducted; The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency. <p>Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>Note 2: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.</p> <p style="text-align: center;">OR</p> <p>B) The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:</p> <ol style="list-style-type: none"> Quacquarelli Symonds (QS) the Times Higher Education (THE) or the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai). <p><i>Note: The Academic score as specified in Appendix II (Table 3A) for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> Proficiency of teaching in Hindi Minimum two research publications in the concerned area. Proficient knowledge of Computer/ICT
20	Language Associate Level -07, (Rs. 44,900/-)	Three (02-UR, 01-OBC)	Not more than 35 years	<p><u>Essential:</u></p> <p>Master's Degree in Hindi / Sanskrit / Linguistics / Language Technology with at least 55% (50% for SC/ST/PWD/OBC-NCL) of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with a good academic record, as laid down by UGC.</p> <p><u>Desirable :</u></p> <ol style="list-style-type: none"> Ph.D. in Hindi / Sanskrit / Linguistics / Language Technology as per UGC norms. PGDCA / PGDCA (LT) with good working knowledge of computer operating systems. Excellent knowledge of Hindi reading / writing / speaking.

21	Grammar Associate Level -07, (Rs. 44,900/-)	One (01-OBC)	Not more than 35 years	Essential: Master's Degree in Hindi / Sanskrit / Linguistics / Language Technology with at least 55% (50% for SC/ST/PWD/OBC-NCL) of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with a good academic record, as laid down by UGC. Desirable : a. Ph.D. in Hindi / Sanskrit / Linguistics / Language Technology as per UGC norms. b. PGDCA / PGDCA (LT) with good working knowledge of computer operating systems. c. Excellent knowledge of Hindi reading / writing / speaking.
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General Instructions

- Online mode of submission of application shall be essential. Advt. No., Post code and the posts applied for should be clearly indicated in the online application form.
- 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 essential qualification laid down for the post in the advertisement.
- 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 fee and not in prescribed proforma will not be entertained.
- The MGAHV reserves the right:**
 - to increase/decrease the number of posts at the time of interview/selection and make appointments accordingly.
 - to fix criteria for Screening/short-listing the applications/applicants.
 - to raise the standard of specifications to restrict the number of candidates to be called for interview.
 - to withdraw the advertisement either partly or fully at any time without assigning any reason.
 - to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the competent authority.
 - to relax any of the qualifications, experiences, age etc. in exceptionally deserving cases for all posts on the recommendations of the Screening and/or Selection Committee.
 - to alter/insert any corrections/additions in the advertisement on the website, if required, before the last date prescribed for the receipt of applications.
 - The Selection Committee may decide its own method of evaluating the performance of the candidates in interview, where method of recruitment is interview.
 - 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.
- All candidates belonging to General/OBC/EWS Category applying for Group-A post are required to deposit application fee @ **Rs. 1,000/- (One Thousand Rupees only)** and applying for other posts @ **Rs 500/- (Five hundred Rupees only)** for each post they apply, through **Online Payment Gateway ONLY** (Fee once deposited will not be returned or adjusted)

The fee structure as per details given below:-

Sl. No.	Post code	Fee
01	01,02, 03, 18 & 19	1000/-
02	04,05,06,07,08,09,10,11,12,13,14,15,16,17, 20 & 21	500/-

- The SC/ST/PWD (Divyang)/Women candidates and in-service candidates (regular employees) of MGAHV, Wardha are exempted from paying application fee.
- Separate Application along with application fee should be submitted for each post applied for.**
- Relaxation in age limit may be allowed to SC/ST/OBC/PWD candidates and employees working in Central/State/University/Autonomous Bodies etc. in accordance with the instructions/guidelines/

orders issued by the Govt. of India from time to time in this regard.

9. Person suffering from not less than 40% of the relevant disability shall be eligible for the benefit of the reservation for Divyang.
10. The Reservation to OBC (non-creamy layer) candidates shall be applicable as per the directives of the Government of India amended from time to time. Candidates shall attach OBC caste certificates issued from a competent authority particularly with reference to non-creamy layer (as per rules on last date of the application). The candidates who are not in the Central list of OBC shall not apply for the position(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the candidature shall stand cancelled and appointment made, if any, shall be terminated with immediate effect without any further notice.
11. The Reservation to Economically Weaker Section (EWS) candidates shall be applicable as per Government of India, Ministry of Personnel, Public Grievances & Persons, DoPT OM No. 36039/1/2019-Estt. (Res.) dated 31 January, 2019. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by competent authority, as per the above mentioned DoPT OM dt. 31.1.2019, as candidate's claim belonging to EWS. Candidate shall attach the copy of EWS certificate in the application form. The candidates who are not belonging to EWS category shall not apply for the position(s) reserved for EWS and if at any stage, it is found that the EWS certificate is not valid, the candidature shall stand cancelled and appointment made, if any, shall be terminated with immediate effect without any further notice.
12. The SC/ST/OBC(non-creamy layer)/PwD/EWS candidates are required to attach necessary certificate(s) (Self-attested copy) as prescribed by the Government of India.
13. A relaxation of 5% shall be provided, from 55% to 50% of marks at the master's level for the SC/ST/PWD Category, wherever applicable.
14. A relaxation of 5% shall be provided, from 55% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept. 1991, wherever applicable.
15. '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.
16. A candidate who is already in service (working in Govt. Department, Autonomous bodies, Public Sector Undertakings, Universities etc.) shall submit the application 'Through Proper Channel' along with Vigilance Clearance Certificate from the competent authority. However, the candidate may send an advance copy of the application along with attested/self-attested copies of the all certificates of their educational qualifications, experience, category and proof of remittance of fees etc. before the closing date. In case the application is not forwarded due to whatever reasons till the time of interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.
Provided that if "No Objection Certificate" from the employer is not produced at the time of interview, candidature of the candidate may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:
 - a) No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.
 - b) No Disciplinary action/ Vigilance case is pending or is contemplated, against him/her.
17. The University may also conduct written test/trade test/skill test/Computer test or any other test as per the requirement of the post, decided by the competent authority.
18. Applicants interested to apply for Group-A category post(s) should ensure that they have enclosed attested/self-attested copies of their every Pay fixation.
19. 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, supply 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.
20. 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.
21. 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.

22. Payment of T.A.: The candidate will have to present himself/herself for Written Test/Interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ST/PWD categories will be defrayed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the University/UGC/Government of India rule, if they attend the interview. Extra charges (if any incurred for reserving seat/sleeping berth in the train will not be reimbursed to the candidates. The above mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government services. This facility may also be extended to other categories as per the guidelines of the UGC/Government of India rule
23. The person appointed against any position shall be governed by the Act/ Statutes/ Ordinances/ Rules of the MGAHV 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.
24. The service conditions including Pay Level and age of superannuation shall be as per Government of India/ UGC rules.
25. The candidates selected shall be appointed under a written contract on probation as prescribed by the Ordinances of MGAHV.
26. 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.
27. **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 ID regularly.
28. 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/her.
 - 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;
 - e) Any other category of person disqualified for appointment by the Government of India/UGC from time to time; and
29. Though a selected candidate's headquarters will be Wardha (Maharashtra), but he/she will be liable to serve/may be transferred as per requirements of the University.
30. 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.
31. In case of any disputes, any suites 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.
32. Complete application, in all respect should be sent to the **Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra)** by Speed-Post or Registered Post ONLY. 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.

33. The following must be clearly written/typed on the sealed envelope containing the Online filled Application Form:

Employment Notice No. : MGAHV/08/2021	
“Application for the post of Post Code No.....”	
To	
The Registrar Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442 001 (Maharashtra)	
From _____	

Contact No.: Ph.(With STD) _____	Mob. No. _____
E-Mail ID : _____	

34. 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 for updates. All correspondence from the University including interview call letter shall be sent to the e-mail ID as provided by the candidate.
35. 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.
36. **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.**

Important Instructions

- The last date for submission of online applications completed in all respects is 10-11-2021 (11:59 pm) and hard copy of application, in all respect, addressed to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra) should be reached by Speed-Post or Registered Post ONLY before 17-11-2021.
- Link for filling up of Online Application is available on the University website.
- **Addendum/Dedendum/Corrigendum/Notices related to this advertisement, if any, shall be published only on the MGAHV Website (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) 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 ONLY.
- No request for change of position(s) 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.org & on any working day (Monday to Friday) between 10:00 am to 5:00 pm on telephone No. 07152-230743.
 - ❖ All other information by mail on recruitmentcell.mgahv@gmail.com & on any working day (Monday to Friday) between 10:00 am to 5:00 pm on telephone No. 07152-255707.

कादरनाम
Registrar
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