



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(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. 07152-230902, 230903, 255707, website-www.hindivishwa.org

EMPLOYMENT NOTICE

No. MGAHV/05 /2019, Date: 03.06.2019

Online applications are invited for filling up the following posts:

Post Code	Post Name	Pay Scale	No. of Posts	Category
01	Registrar	7th CPC, Level 14, Index 1 Rs. 144200	01	UR
02	Finance Officer	7th CPC, Level 14, Index 1 Rs. 144200	01	UR
03	Controller of Examination	7th CPC, Level 14, Index 1 Rs. 144200	01	UR

Details of Educational Qualifications, Experience etc. are available on the University website www.hindivishwa.org. The last date for submission of online application is **21 (Twenty one)** days from the date of publication of the advertisement. Corrigendum, if any, in this regard shall be published in the University website only.

Registrar



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Ph. No. 07152-230902, 255707; Fax No. 07152-23

Employment Notice No. MGAHV/05/2019, Dated 03-06-2019

Online application are invited for filling up the following Non-teaching posts:

Post Code	Post	Category	Maximum Age for application	No. of Post	Essential Qualification
1	Registrar (Tenure for 05 years) Level -14, Index- 1 Rs. 1,44,200	UR	57 years	01	<p>1) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC 7 point scale.</p> <p>2) 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,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other Institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of with 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>1. Well versed in the Administrative system of the University.</p> <p>2. Knowledge of Hindi reading/writing/speaking.</p>
2	Finance Officer (Tenure for 05 years) Level -14, Index- 1 Rs. 1,44,200	UR	57 years	01	<p>1) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC 7 point scale.</p> <p>2) 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,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other Institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of with 8 years shall be as Deputy Finance Officer / Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>1. Well versed in the Financial system of the University.</p> <p>2. Knowledge of Hindi reading/writing/speaking.</p>

3	Controller of Examination (Tenure for 05 years) Level -14, Index- 1 Rs. 1,44,200	UR	57 years	01	<p>1) Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>2) 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,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other Institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of with 8 years shall be as Deputy Controller of Examination/Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>1. Well versed in the Examination system of the University.</p> <p>2. Knowledge of Hindi reading/writing/speaking.</p>
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Important Instructions:

- All applicants must fulfil essential qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess essential qualifications laid down for the posts.
- Applications not in conformity with the requirements indicated in this advertisement, incomplete without any enclosures, received after the last date, applications not accompanied with requisite application fee will not be entertained.
- Mere possessing the qualifications /experience will not entitle a candidate to be called for interview. The applications will be shortlisted by a duly constituted scrutiny committee, before inviting candidates 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 reason. The decision of the University will be final and no appeal will be entertained.
- Candidates belonging to General/OBC Category should remit application fees for Rs 1000/- for the post of **Registrar, Finance Officer & Controller of Examination through NEFT/Online Banking as per details given below:**
Account holder: Finance Officer, MGAHV, Wardha
Account Number : 972110210000005
IFSC : BKID0009721
- Proof of remittance of fees should be sent to **Assistant Registrar , MGAHV, Wardha.**
- 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.**
- 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 regards.
- SC/ST/OBC (non-creamy layer) category candidates should submit Caste Certificate (Self attested copy) in the pro forma prescribed by the Govt. of India.
- 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.

11. 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.
12. '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.
13. Application from candidates working in Govt. Department, Autonomous bodies, Public Sector undertakings, Universities etc. will be considered only, if application forwarded through proper channel certifying that no vigilance/disciplinary proceeding is pending or contemplated against the applicant. However, the application may be submitted online in advance before the closing date. In such cases NOC from the employer must be produced at the time of interview.
14. 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.
15. 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.
16. Applicants will be required to enclose attested/self attested copies of the all certificates of their educational qualifications, experience etc.
17. No T.A./D.A. will be paid to the Gen/OBC candidates, However, 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.
18. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to fill up the post at the time of selection and make appointments accordingly or even to cancel the whole process of recruitment without assigning any reason thereof.
19. 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.
20. In case of any dispute/suite or legal proceeding against the University, the jurisdiction shall be restricted to the court of Wardha.
21. Online mode of submission of application shall be essential. Applicants are advised to satisfy themselves before applying that they possess the minimum essential qualification laid down in the advertisement.
22. The Application received after last date, incomplete application, not duly signed, non remittance of prescribed fee, and application not in the prescribed proforma shall be liable to be rejected. **Applicant must write the post name & post code on envelope.**
23. In case of any dispute/ambiguity that may occur in the process of selection, the decision of University shall be final.
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 online application is 21 (Twenty one) days from the date of publication of advertisement in Employment News/Rozgar Samachar.**

Registrar