EMPLOYMENT NOTICE
No. MGAHV/04/2016, Date 10.05.2016

Online applications are invited for filling up the following posts:

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Post Name</th>
<th>Pay Band &amp; Grade Pay</th>
<th>No. of Post</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Registrar</td>
<td>PB-4 37400-67000 GP 10000</td>
<td>01</td>
<td>UR</td>
</tr>
<tr>
<td>02.</td>
<td>Finance Officer</td>
<td>PB-4 37400-67000 GP 10000</td>
<td>01</td>
<td>UR</td>
</tr>
<tr>
<td>03</td>
<td>Internal Audit Officer (On Deputation)</td>
<td>PB-3 15600-39100 GP 7600</td>
<td>01</td>
<td>UR</td>
</tr>
<tr>
<td>04</td>
<td>Assistant Engineer (On Deputation)</td>
<td>PB-2 9300-34800 GP 4600</td>
<td>01</td>
<td>UR</td>
</tr>
</tbody>
</table>

Details of Educational Qualifications, Experience etc. are available on the University website [www.hindivishwa.org](http://www.hindivishwa.org). The last date for submission of online application is one month from the date of publication of the advertisement in the Employment News/Rojgar Samachar. Corrigendum, if any, in this regard shall be published in the University website only.

Registrar
Employment Notice No.: MGAHV/04/2016 Dated: 10.05.2016

Online applications are invited for filling up the following posts:

<table>
<thead>
<tr>
<th>Post code</th>
<th>Post</th>
<th>category</th>
<th>Age</th>
<th>No. of Post</th>
<th>Essential Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Registrar</td>
<td>UR</td>
<td>As per UGC Norms</td>
<td>01</td>
<td><strong>Essential Qualification:</strong> &lt;br&gt;1. A Master’s Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC 7 point scale. &lt;br&gt;2. At least 15 years’ of experience as Assistant Professor in the AGP of 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 Comparable experience in research establishment and/or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. <strong>Desirable:</strong> &lt;br&gt;1. Well versed in the Administrative system. &lt;br&gt;2. Knowledge of Hindi reading/writing/speaking.</td>
</tr>
<tr>
<td>02</td>
<td>Finance Officer</td>
<td>UR</td>
<td>As per UGC Norms</td>
<td>01</td>
<td><strong>Essential Qualification:</strong> &lt;br&gt;1. A Master’s Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC 7 point scale. &lt;br&gt;2. At least 15 years’ of experience as Assistant Professor in the AGP of 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 Comparable experience in research establishment and/or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. <strong>Desirable:</strong> &lt;br&gt;1. Well versed in the financial system. &lt;br&gt;2. Knowledge of Hindi reading/writing/speaking.</td>
</tr>
<tr>
<td>03</td>
<td>Internal Audit Officer (On Deputation)</td>
<td>UR</td>
<td>50</td>
<td>01</td>
<td><strong>Essential Qualification:</strong> Officer’s holding analogues posts on regular basis or with 5 years regular service in the scale of Rs.10000-325-15200 (revised PB-3 Rs.15600-39100 plus Grade Pay of Rs.6600/-) from the Central/State Government, Universities and other autonomous Organization.</td>
</tr>
<tr>
<td>04</td>
<td>Assistant Engineer (On Deputation)</td>
<td>UR</td>
<td>50</td>
<td>01</td>
<td><strong>Essential Qualification:</strong> A degree in Civil Engineering with 5 years experience of supervising Civil work in Central/State University/Offices. <strong>Desirable:</strong> Knowledge of Hindi reading/writing/speaking.</td>
</tr>
</tbody>
</table>

**Important Instructions:**

1. 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 the posts.
2. Application that are not in conformity with the requirement indicated in this advertisement, incomplete applications without any enclosures, received after the last date, applications not accompanied with requisite application fee (demand draft) will not be entertained.

3. Those who have already applied for the post of Registrar and Finance Officer in response to University Advertisement No. MGAHV/08/2015 dated 05.10.2015 need not to apply again. Such candidates, if desired, may submit their updated application along with enclosures.

4. 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 reasons. The decision of the University will be final and no appeal will be entertained.

5. The University reserves the right:-
   (a) To fix criteria for Screening the applications so as to reduce the number of candidates to be called for interview.
   (b) To relax any of the conditions of age/qualifications/experience on the recommendations of Selection Committee.
   (c) To raise the standard of specifications to restrict the number of candidates to be called for interview.

6. Candidates belonging to General/OBC Category should furnish crossed Demand Draft for Rs. 1000/- in favour of Finance Officer, MGAHV payable at Wardha from any Nationalized Bank. (Fee once deposited will not be returned or adjusted under any circumstances)

7. Application fee can also pay through NEFT, as per details given below:
   Account holder : Finance Officer, MGAHV, Wardha
   Account Number : 972110210000005
   IFSC : BKID0009721

8. No fee is to be paid by the SC/ST/Physically Handicapped/women candidates and in service candidates of MGAHV, Wardha.

9. Separate Application along with application fee should be submitted for each post applied for.

10. 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.

11. 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.

12. A relaxation of 5% shall be provided, from 55% to 50% of marks at the master’s level for the SC/ST/PH Category, wherever applicable.

13. 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, wherever applicable.

14. B 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.

15. Applications 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 is pending or contemplated against the applicant. However, an advance copy of the application may be submitted before the closing date.

16. 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 liable to be cancelled.

17. 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.
Applicants will be required to enclose attested/self attested copies of the all certificates of their educational qualifications, experience etc.

The applications received for any of the above said posts, may be screened by a Screening Committee appointed as per the regulations of the University.

Consequent upon introduction of self-certification procedure as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.

The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview, The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.

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.

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.

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.

In case of any disputes/suites or legal proceeding against the University, the jurisdiction shall be restricted to the court of Wardha/Nagpur.

The print of application alongwith enclosures should reached to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha- 442001 (Maharashtra) by Speed-Post or Registered Post within 21 days of submission of online application. The application received after last date, incomplete application, not duly singed, not enclosed prescribed fee, not enclosed attested/self attested copies of the certificates/educational qualification/experience and not in prescribed proforma will not be considered. Applicant must write the post name & post code on envelope.

The University will not be responsible for postal delay, if any.

Canvassing directly or indirectly will be treated as disqualification.

Last Date for submission of online application is one month from the date of publication of Advertisement in Employment News/Rojgar Samachar.

Registrar