



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा  
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha  
(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

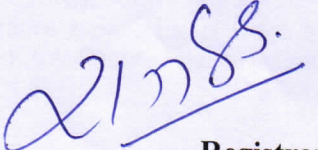
**EMPLOYMENT NOTICE**

**No. MGAHV/08/2015 DT. 05.10.2015**

*Applications are invited for filling up the following Statutory Posts :*

Post Code	Post Name	Scale of pay	Age	Category	No. of Post
01	Registrar (Tenure for 5 years)	37400-67000 GP 10000	Below 57 years	Gen	1
02	Finance Officer (Tenure for 5 years)	37400-67000 GP 10000	Below 57 years	Gen	1

Details of Educational Qualifications, Experience etc. and Application form can be downloaded from the University website [www.hindivishwa.org](http://www.hindivishwa.org). The complete application in all respect alongwith self attested copies of the certificates should reach to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha- 442001 (Maharashtra) on or before one month from the date of publication of the advertisement in the Employment News/Rojgar Samachar.

  
**Registrar**





# MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

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

Gandhi Hills, Wardha- 442005 (Maharashtra)

Ph. (07152) 230902, 255707; Fax (07152) 230903

Website : [www.hindivishwa.org](http://www.hindivishwa.org)

## **Employment Notice No.: MGAHV/08/2015 Dated : 05.10.2015**

Applications are invited for filling up the following Statutory Posts :

Post Code	Post Name	Category	Age	No. of Post	Essential Qualifications
01	Registrar (Tenure for 5 years)	Gen	Below 57 years	1	<p>1) A Master's Degree with at least 55% of the marks or its equivalent grade.</p> <p>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 alongwith experience in educational administration.</p> <p><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar/Deputy Finance Officer or an equivalent post.</p> <p><b>Desirable :</b></p> <p>1. Well versed in the Administrative system.</p> <p>2. Knowledge of Hindi reading /writing /speaking.</p>
02	Finance Officer (Tenure for 5 years)	Gen	Below 57 years	1	<p>1) A Master's Degree with at least 55% of the marks or its equivalent grade.</p> <p>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 alongwith experience in educational administration.</p> <p><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar/Deputy Finance Officer or an equivalent post.</p> <p><b>Desirable :</b></p> <p>1. Well versed in the financial system.</p> <p>2. Knowledge of Hindi reading /writing /speaking.</p>

### **Important Instructions:**

1. 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 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.



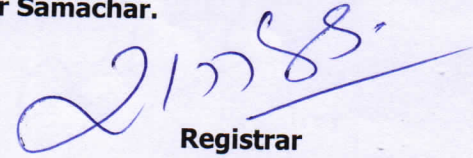
3. Mere possessing the qualifications/experience will not entitle a candidate to be called for interview. The applications will be shortlisted by a duly constituted scrutiny committee, before inviting candidates for interview.

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.

4. 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 once deposited will not be returned or adjusted under any circumstances)
5. No fee is to be paid by the SC/ST/Physically Handicapped/women candidates and in service candidates of MGAHV, Wardha.
6. Separate Application along with application Fee should be submitted for each post applied for.
7. 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.
8. 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.
9. A relaxation of 5% shall be provided, from 55% to 50% of marks at the master's level for the SC/ST/PH Category (for all posts).
10. 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 19<sup>th</sup> Sept. 1991.
11. 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.
12. Applications from candidates working in Govt. Department, Autonomous bodies, Public Sector undertakings, universities etc. will be considered of 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.
13. If any time before or after the selection of a candidate, it is found that any information is false or suppressed, his selection will be liable to be cancelled.
14. 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.
15. Applicants will be required to enclose attested/self attested copies of the all certificates of their educational qualifications, experience etc.
16. No T.A./D.A. will be paid to the Gen/OBC candidates. However, Outstation SC/ST candidates called for interview will be paid 2<sup>nd</sup> Class (sleeper class) Railway fare from the place of duty/residence to Wardha (MS) and back by the shortest route on production of tickets.
17. 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.



18. 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.
19. In case of any disputes/suites or legal proceeding against the University, the jurisdiction shall be restricted to the court of Wardha/Nagpur.
20. Applicants shall apply on the prescribed application form of this University only, which is available on University website [www.hindivishwa.org](http://www.hindivishwa.org).
21. The Application should be sent to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha- 442001 (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/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.**
22. The University will not be responsible for postal delay, if any.
23. Canvassing directly or indirectly will be treated as disqualification.
24. **Last Date for submission of application is one month from the date of publication of Advertisement in Employment News/Rojgar Samachar.**

  
Registrar