



Advt. No.: MGAHV/Estt. & Admin./19/2023

Dated: 15/11/2023

**Recruitment Notice for Non-Teaching Contractual Position of
Officer on Special Duty (OSD).**

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha, a Central University was Established by an Act passed by the Indian Parliament in 1997 which mandates special and unique responsibility to the University to enrich Hindi Language and Literature by teaching and research and make it capable of becoming a World language in the real sense of the term. Since 1997 the University is functioning as a residential University solely dedicated to the cause of Hindi.

The University invites applications from eligible candidates for the following Non-Teaching Contractual Position to be engaged on urgent basis.

Officer on Special Duty (OSD) – One Post

Job Description: Retired Officer from Government/Armed Forces/PSU/Educational Institute to build and lead an efficient, responsible and sensitive team to provide overall administration of the University.

The details for Officer on Special Duty (OSD) regarding educational qualification and experience are as given below:

Essential educational qualifications:

Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.

Experience:

At least 15 years of experience as Assistant Professor in the Pay Level 11 and above (AGP Rs. 7000 and above as per 6th CPC) or with 8 years of service in the Pay Level 12 and above (AGP of Rs. 8000 and above as per 6th CPC) including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishments and/or other Institutions of higher education.

OR

15 years of administrative experience of which 8 years' regular service as Deputy Registrar or an equivalent post in the Pay Level 12 and above (GP of Rs. 7600 and above as per 6th CPC).

Desirable:

- (i) A degree in Law/Management/Engineering from a recognized University/Institute.
- (ii) Experience in educational administration, personnel management and capacity to lead the administration in a residential educational institute.
- (iii) Experience in handling computerized administration matters and having good oral and written communication skill in English/Hindi.

Age limit: Below 61 Years as on 30th November 2023.

Reporting to: Vice Chancellor, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha or as advised by the Competent Authority from time to time.

Salary & Allowances: Entry pay of Level-14 as per 7th CPC pay matrix and as per letter No. 3/3/2016-Estt. (Pay II) dated 01.05.2017 for Fixation of Pay of Re-Employed Pensioners.

In addition to the above pay scale, the post carries the usual allowances at par with those admissible under Central Government in the corresponding Level/pay band. Higher start of basic pay may be given for deserving candidates.

The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance from time to time.

Subject line of Email: Application for the Post of Officer on Special Duty (OSD)

General Information and Instructions to Applicants:

1. The position is purely temporary & contractual in nature for a period of One Year or as required by University whichever is earlier with provision for subsequent extension as per University need and subject to performance.
2. Decision of the Vice Chancellor, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha shall be final in all respect.
3. The interested and eligible candidates are required to apply ONLINE (Prescribed Format only) on or before 30.11.2023 upto 17:00 Hours along with relevant PDF documents. The application received after expiry of last date and time will not be entertained and University will not be responsible for any delay. Application will NOT be accepted through any other mode.
4. No hard copy of the application and testimonials is required to be sent to Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha. However, candidates are advised to keep a print of submitted application form for further reference.
5. The University reserves the right to reject any/all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
6. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview.
7. The candidates are advised to download the prescribed form from University [www. https://hindivishwa.org](https://hindivishwa.org)
8. The Candidate will have to bring the original and one set of self-attested photocopies of documents at the time of interview.
9. All qualification, experience and age limit will be recognized as on the closing date of receipt of the application.
10. The University reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the University. The short listing norms may not be uniform across all the posts and shall be binding on the applicants. Fulfilment of qualifications per-se does not entitle a candidate to be called for the interview.
11. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the University web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the University website for updates, if any.
12. The University shall communicate the details of the interview to the eligible candidates by email only. No separate communication regarding eligibility, short listing as well as interview shall be sent to candidates. No correspondence regarding reasons for not short listing the candidate shall be entertained. The decision of the Vice Chancellor, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha shall be final in all respect.
13. The University shall communicate the relevant details pertaining to the joining only to the selected candidate directly through email. No communication shall be done/ entertained to/ from the candidate(s) who have not been selected.
14. In case of any inadvertent mistake in the process of recruitment detected at any stage, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
15. The appointments to the Post does not automatically create any right or preference towards appointment made on the rolls of University in the future.
16. In case of any dispute regarding Recruitment Process, decision of the Vice-Chancellor, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha shall be final.
17. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.
18. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.
19. Interested candidates are advised to email the scanned copy of duly filled application in along with all relevant documents to email.: recruitmentcell.mgahv@gmail.com latest by 30th November 2023 up to 5:00 PM.


Acting Registrar