



# 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)

दूरभाष/Phone: 07152-230901, वेबसाइट/Website : www.hindivishwa.org

### Requirement of Consultant/ Vacancy Circular

(Ref. No.: MGAHV/Estt & Admn/01/2025 dt. 06.02.2025)

Applications are invited from qualified and experienced candidates for rendering services as Consultants in Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV), Wardha.

Minimum qualifications and experience required for the above post are as follows:

Sl.	Name of Position	Essential Qualifications and Experience
1.	Consultant (Audit) in the office of IAO (01 Position)	<ul style="list-style-type: none"><li>Graduation in any discipline preferably in Commerce.</li><li>Retired officers of Indian Audit and Accounts Department in the pay level 7 and above &amp; passed subordinate Accounts Service Examination.</li></ul>
2.	Consultant (Estb. & Admn.) in the office of Registrar (01 Position)	<ul style="list-style-type: none"><li>Graduation in any discipline.</li><li>Retired Central Govt./ Central Academic Institutional employees in the pay level 7 and above having experience in Establishment &amp; Administrative matters, knowledge of Noting/ drafting, office procedure, e-Office operations etc. and shall have expertise in communications and interpersonal skills.</li></ul>

### **Terms and Conditions**

- The period of engagement shall be for One (01) year, which may be extended or curtailed by the Competent Authority of the University as per the requirement and satisfactory performance.
- Pay/ Remuneration, leave etc. shall be regulated as per the Office Memorandum (F.No.3-25/2020-E.IIIA dt.09.12.2020) of Ministry of Finance.
- The prospective candidates should not be above the age of 62 years as on the last date of submission of the application. However, age relaxation may be given by the Competent Authority in exceptional cases.
- Application on plain paper giving full details of candidate such as qualifications, experience etc. alongwith certified copies should reach the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha – 442001 on or before 19.02.2025 by email on registrar@mgahv.in or by post.
- Addendum/Dedendum/Corrigendum/Notices related to this advertisement, if any, shall be published only on the MGAHV Website i.e. www.hindivishwa.ac.in.
- The University reserves the right to fill or not to fill the above post(s). For any information related to the advertisement, kindly contact on Telephone number 07152-230901 on all working days (Monday to Friday between 10:00 AM to 5:00 PM) or send mail before 17.02.2025 on estt.mgahv@hindivishwa.ac.in.
- The MGAHV will not be responsible for any delays/loss due to postal delay or technical reasons in receipt of the application forms.
- 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.
- Applicants who have applied for the above post(s) against the advt. No. MGAHV/ Esttt & Admn/ 07/ 2024 dt. 20.08.2024 need not apply afresh. However, if required, they may update their bio-data and send it before the last date.**

  
Registrar