

**EMPLOYMENT NOTICE****Advertisement for Non-Teaching post****(purely on Short Term Contract basis)****Advt. No. MGAHV/04/2024****Dated : 30.01.2024**


Applications are invited from the eligible Indian citizens in the prescribed format (enclosed) **along with supporting documentary evidence (self-attested)** through **E-mail ONLY** on Mail Id: registrar@mgahv.in for filling up one temporary post of **Assistant Registrar** (on Short Term Contract basis) in the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV), Wardha. Fixed consolidated monthly remuneration, age and qualifications etc. required for this post are given below :

Name of the Post	Maximum Age Limit	Remuneration equivalence to CRR's	Minimum Eligibility
Assistant Registrar	45 Years	₹ 56,100/- per month	Essential Qualifications: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable Qualifications: Knowledge of Hindi: reading, writing and speaking.

Important Instructions

1.	<u>Last date of submission of application forms is 14.02.2024 upto 05:00 P.M.</u>
2.	All applicants must fulfill essential qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the minimum essential qualification laid down for the post in the advertisement.
3.	The engagement for this post is purely on Short Term Contract basis at a fixed consolidated monthly remuneration for a period of Six months OR till the joining of regular incumbent either on regular basis or on promotion basis, whichever is earlier.
4.	Candidates should read carefully the requisite minimum eligibility and age criteria etc. laid down in the advertisement before applying for the post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidate must satisfy themselves of the suitability for the post.
5.	The prescribed essential qualification indicated is bare minimum and mere possession of the same will not entitle the candidate to be called for written test / interview (as the case may be). Where number of applications received in response to the advertisement is large, University may restrict the number of candidates to be called for written test to be a reasonable limit. The candidates, therefore, should furnish all details in the relevant fields of the application form, over and above the minimum qualifications prescribed along with documentary evidence.
6.	Please note that this post are purely on contract basis and appearance in the written test / interview (as the case may be) and selection thereafter will not entitle the candidate for any claim or regular appointments at MGAHV Wardha. It can be terminated any time by the University without given any notice.
7.	The qualifications prescribed should have been obtained from recognized University/Institution. Educational qualification.
8.	Essential qualification and age will be reckoned on the last date for submission of online application form.
9.	Candidates shall have to produce original documents at the time of interview. In the absence of the same, candidature will not be considered.
10.	MGAHV will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, candidates are advised to check the MGAHV website (www.hindivishwa.org) regularly.
11.	Only short-listed candidates will be called for Interview & communicated with.

12.	No correspondence whatsoever will be entertained from candidates regarding eligibility / conduct / result of written test / interview and reasons for not being called for written test / interview (as the case may be).
13.	<p><u>The MGAHV reserves the right:</u></p> <p>a) to fix criteria for Screening/short-listing the applications/applicants.</p> <p>b) to raise the standard of specifications to restrict the number of candidates to be called for interview.</p> <p>c) to withdraw the advertisement either partly or fully at any time without assigning any reason.</p> <p>d) to fill or not to fill up post advertised for any reasons whatsoever.</p> <p>e) to alter/insert any corrections/additions in the advertisement on the University website, if required, before the last date prescribed for the receipt of applications.</p> <p>f) The Selection Committee may decide its own method of evaluating the performance of the candidates.</p>
14.	No TA/DA will be paid to the candidates for attending the written test / interview (as the case may be).
15.	Addendum/Dedendum/Corrigendum/Notices related to this advertisement, if any, shall be published only on the MGAHV Website (www.hindivishwa.org) and <u>will not be published in any newspaper.</u>
16.	Canvassing in any form / bringing in any political influence or otherwise will be treated as a disqualification of the candidate. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect / false, the candidature is liable to be cancelled on that ground.
17.	The decision of the Vice Chancellor, MGAHV in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of written test / interview, not to fill the vacancy etc., will be final and binding on the candidates.


Registrar 30/01/24