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Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
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(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/02/2017, Date 21.11.2017

Online applications are invited for filling up the following posts :

Post Code	Post Name	Department	Pay Band & Grade Pay	No. of Post	Category
01.	Registrar	Administration Department	PB-4 37400-67000 GP 10000 (As per 7 th CPC, Level 14, Index 1 ₹144200)	01	UR
02.	Controller of Examination	Examination Department	PB-4 37400-67000 GP 10000 (As per 7 th CPC, Level 14, Index 1 ₹144200)	01	UR

Details of Educational Qualifications, Experience etc. are available on the University website www.hindivishwa.org. The last date for submission of online application is one month from the date of publication of the advertisement. Corrigendum, if any, in this regard shall be published in the University website only.

Registrar



MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

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

Gandhi Hills, Wardha- 442001 (Maharashtra)
Ph. (07152) 230902, 255707; Fax (07152) 230903
Website : www.hindivishwa.org

Employment Notice No.: MGAHV/02/2017 Dated : 21.11.2017

Online applications are invited for filling up the following non-teaching posts:

Post code	Post	Category	Age	No. of Post	Essential Qualification
01	Registrar (Tenure for 05 years) (PB-4 37400-67000 GP 10000) (As per 7 th CPC, Level 14, Index 1 ₹144200)	UR	As per UGC norms	01	Essential Qualification- 1) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. 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. Desirable : 1. Well versed in the Administrative system. 2. Knowledge of Hindi reading /writing /speaking.
02	Controller of Examination (Tenure for 05 years) (PB-4 37400-67000 GP 10000) (As per 7 th CPC, Level 14, Index 1 ₹144200)	UR	As per UGC norms	01	Minimum Qualifications: 1) A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. 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 Controller of Examination/Deputy Registrar or an equivalent post. Desirable : 1. Well versed with the examination system of university. 2. Knowledge of Hindi reading /writing /speaking.

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 atleast 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. 1000/- for the post of Registrar & Controller of Examination as application fee. The application fee should be drawn 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. Application fee can also pay through NEFT, as per details given below:
Account holder: Finance Officer, MGAHV, Wardha
Account Number : 972110210000005
IFSC : BKID0009721
6. No fee is to be paid by the SC/ST/Physically Handicapped/women candidates and in service candidates of MGAHV, Wardha.
7. Separate Application along with application fee should be submitted for each post applied for.
8. 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.
9. 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.
10. 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.
11. 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.
12. 'B' grade 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.
13. 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.
14. 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.
15. 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.
16. Applicants will be required to enclose attested/self attested copies of the all certificates of their educational qualifications, experience etc.
17. 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.
18. The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to fill up the post at the time of selection and make appointments accordingly or even to cancel the whole process of recruitment without assigning any reasons thereof.
19. 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.
20. In case of any disputes/suites or legal proceeding against the University, the jurisdiction shall be restricted to the court of Wardha/Nagpur.
21. Online mode of submission of application shall be essential. Applicants are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.
22. 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 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.**
23. In case of any dispute/ambiguity that may occur in the process of selection, the decision of University shall be final. Candidates are advised to satisfy themselves before applying that they are possessing the essential qualifications laid down in the advertisement.
24. The University will not be responsible for postal delay, if any.
25. Canvassing directly or indirectly will be treated as disqualification.
26. **Last Date for submission of online application is one month from the date of publication of Advertisement in Employment News/Rojgar Samachar.**
27. 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 at its discretion on the recommendations of Screening Committee.

Registrar