



**EMPLOYMENT NOTICE FOR NON-TEACHING POSTS**

**(Advt. No. MGAHV/03/2020)**

**Online applications are invited for filling up the following posts:**

Post Code	Post Name	Pay Scale		No. of Posts	Category
<b>Non-Teaching Posts (Group-A)</b>					
01	Registrar	7th CPC, Level 14,	Rs. 144200/-	01	UR
02	Finance Officer	7th CPC, Level 14,	Rs. 144200/-	01	UR
03	Controllor of Examination	7th CPC, Level 14,	Rs. 144200/-	01	UR
04	Regional Director	7th CPC,Level -12,	Rs. 78,800/-	01	UR
05	Deputy Finance Officer	7th CPC,Level -12,	Rs. 78,800/-	01	UR
06	Deputy Controllor of Examination	7th CPC, Level-12,	Rs. 78,800/-	01	UR
07	Internal Audit Officer #	7th CPC, Level -12,	Rs.78,800/-	01	UR

**# On Deputation/Contract**

All above stated posts have already been advertised vide Advt. No.MGAHV/09/2019 dated 07-11-2019. Those, who have applied earlier in response to above Advt. **need not apply again**. However, if any of the applicants interested to update his qualification, experience etc., they may do so in writing separately by mail on mail ID : recruitmentcell.mghav@gmail.com

The last date for submission of online application is **21 (Twenty one) days** from the date of publication of the advertisement in the Employment News/**Rozgar Samachar**. Corrigendum, if any, in this regard shall be published on the University website only. Change, if any, in this Advt. shall also be applicable for previous Advt. No. MGAHV/09/2019 dated 07-11-2019.

**Submission of ONLINE Application is essential. Its printed copies along with annexures by fresh candidates and advance copy by in-service candidates should reach the University by post (Registered/Speed post only) after 7 days of submission of last date of online application.** Please visit official website of the University: [www.hindivishwa.org](http://www.hindivishwa.org). for details regarding eligibility, experience and desirable qualifications etc.

**Registrar**

**MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA***A Central University Established by Parliament by Act No 3 of 1997)*

Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra)

Telephone: (07152) 230902, 255707; Website: www.hindivishwa.org

**Details of Advertisement for Non-Teaching Posts**

(Ref.: Advt. No. MGAHV/03/2020)

Online applications are invited for filling up the following Non-teaching posts under category and Pay Level along with essential and desirable qualifications etc. required for the posts are given below:

Post Code	Post	No. of Post with Category	Maximum Age for application	Essential Qualification
01	<b>Registrar</b> (Tenure for 05 years)  Pay Level -14 (Rs. 1,44,200/-)	One (01-UR)	Not more than 57 years	a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <b>OR</b> c) Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. <b>Desirable:</b> 1. Well versed in the Administrative system of the University. 2. Knowledge of Hindi reading/writing/speaking.
02	<b>Finance Officer</b> (Tenure for 05 years)  Pay Level -14 (Rs. 1,44,200/-)	One (01-UR)	Not more than 57 years	a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <b>OR</b> c) Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> d) 15 years of administrative experience, of which 8 years shall be as Deputy Finance Officer/Deputy Registrar or an equivalent post. <b>Desirable:</b> 1. Well versed in the Financial system of the University. 2. Knowledge of Hindi reading/writing/speaking.
03	<b>Controller of Examination</b> (Tenure for 05 years)  Pay Level -14 (Rs. 1,44,200/-)	One (01-UR)	Not more than 57 years	a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration, <b>OR</b> c) Comparable experience in research establishment and/ or other Institutions of higher education, <b>OR</b> d) 15 years of administrative experience, of which 8 years shall be as Deputy Controller of Examination/Deputy Registrar or an equivalent post. <b>Desirable:</b> 1. Well versed in the Examination system of the University. 2. Knowledge of Hindi reading/writing/speaking.

04	<b>Regional Director</b> Pay Level -12 (Rs. 78,800/-)	One (01-UR)	Not more than 55 years	<p>a) Good academic record with a doctorate degree in Hindi or any relevant branch of learning. In addition to this candidate shall also possess at least 55% (50% for SC/ST/PWD/OBC-NCL) of the marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master Degree Level.</p> <p>b) Five years of experience of teaching and/or Educational Administration and/ or research excluding the period spent for obtaining the research degrees and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula.</p> <p><b>Desirable –</b></p> <p>1. Well versed in the University System (Distance Education/ Continuing Education).</p> <p>2. Knowledge of Hindi reading/writing/speaking.</p>
05	<b>Deputy Finance Officer</b> Pay Level -12 (Rs. 78,800/-)	One (01-UR)	Not more than 55 years	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, <b>OR</b></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, <b>OR</b></p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post.</p> <p><b>Desirable:</b></p> <p>1. Well versed in the Financial system of the University.</p> <p>2. Knowledge of Hindi reading/writing/speaking.</p>
06	<b>Deputy Controller of Examination</b> Pay Level -12 (Rs. 78,800/-)	One (01-UR)	Not more than 55 years	<p>a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed</p> <p>b) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, <b>OR</b></p> <p>c) Comparable experience in research establishment and/ or other institutions of higher education, <b>OR</b></p> <p>d) 5 years of administrative experience as Assistant Registrar or in equivalent post.</p> <p><b>Desirable:</b></p> <p>1. Well versed in the Examination system of the University.</p> <p>2. Knowledge of Hindi reading/writing/speaking.</p>
07	<b>Internal Audit Officer</b> (On Deputation/Contract) Pay Level -12 (Rs. 78,800/-)	One (01-UR)	Not more than 55 years	Officers holding analogues posts on regular basis or with 5 years regular service in the scale of Level -11 from the Central/State Government, Universities or other autonomous organizations.

## **General Instructions**

1. Online mode of submission of application shall be essential. Advt. No., Post code and the posts applied for should be clearly indicated in the online application form.
2. All applicants must fulfill essential qualifications of the post(s) 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. Applications not in conformity with the requirements indicated in this advertisement, incomplete without any enclosures (attested/self-attested copies of the all certificates of their educational qualifications, experience and proof of remittance of fees etc.), received after the last date, applications not accompanied with requisite application fee and not in prescribed proforma will not be entertained.
4. **The MGAHV reserves the right:**
  - a) to increase/decrease the number of posts at the time of interview/selection and make appointments accordingly.
  - b) to fix criteria for Screening/short-listing the applications/applicants.
  - c) to raise the standard of specifications to restrict the number of candidates to be called for interview.
  - d) to withdraw the advertisement either partly or fully at any time without assigning any reason.
  - e) to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - f) to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the competent authority.
  - g) to alter/insert any corrections/additions in the advertisement on the website, if required, before the last date prescribed for the receipt of applications.
  - h) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview, where method of recruitment is interview.
  - i) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the MGAHV reserves right to cancel any communication made to the candidate.
5. All candidates belonging to General/OBC/EWS Category applying for Group-A post are required to deposit application fee **@ Rs. 1,000/-(One Thousand Rupees only) for each post** they apply, **through Online Payment Gateway ONLY** (Fee once deposited will not be returned or adjusted)  
**Note : There is no fee for the posts on Deputation/Contract basis.**
6. The SC/ST/PWD (Divyang)/Women candidates and in-service candidates (regular employees) of MGAHV, Wardha are exempted from paying application fee.
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 regard.
9. Person suffering from not less than 40% of the relevant disability shall be eligible for the benefit of the reservation for Divyang.
10. The Reservation to OBC (non-creamy layer) candidates shall be applicable as per the directives of the Government of India amended from time to time. Candidates shall attach OBC caste certificates issued from a competent authority particularly with reference to non-creamy layer (as per rules on last date of the application). The candidates who are not in the Central list of OBC shall not apply for the position(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the candidature shall stand cancelled and appointment made, if any, shall be terminated with immediate effect without any further notice.
11. The Reservation to Economically Weaker Section (EWS) candidates shall be applicable as per Government of India, Ministry of Personnel, Public Grievances & Persons, DoPT OM No. 36039/1/2019-Estt. (Res.) dated 31 January, 2019. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by competent authority, as per the above mentioned DoPT OM dt. 31.01.2019, as candidate's claim belonging to EWS. Candidate shall

attach the copy of EWS certificate in the application form. The candidates who are not belonging to EWS category shall not apply for the position(s) reserved for EWS and if at any stage, it is found that the EWS certificate is not valid, the candidature shall stand cancelled and appointment made, if any, shall be terminated with immediate effect without any further notice.

12. The SC/ST/OBC(non-creamy layer)/PwD/EWS candidates are required to attach necessary certificate(s) (Self-attested copy) as prescribed by the Government of India.
13. A relaxation of 5% shall be provided, from 55% to 50% of marks at the master's level for the SC/ST/PWD Category, wherever applicable.
14. A relaxation of 5% shall be provided, from 55% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept. 1991, wherever applicable.
15. '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.
16. A candidate who is already in service (working in Govt. Department, Autonomous bodies, Public Sector Undertakings, Universities etc.) shall submit the application 'Through Proper Channel' along with Vigilance Clearance Certificate from the competent authority. However, the candidate may send an advance copy of the application along with attested/self-attested copies of the all certificates of their educational qualifications, experience, category and proof of remittance of fees etc. before the closing date. In case the application is not forwarded due to whatever reasons till the time of interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.

Provided that if "No Objection Certificate" from the employer is not produced at the time of interview, candidature of the candidate may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:

- a) No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.
  - b) No Disciplinary action/ Vigilance case is pending or is contemplated, against him/her.
17. Applicants interested to apply for Group-A category post(s) should ensure that they have enclosed attested/self-attested copies of their every Pay fixation.
  18. It shall be the responsibility of the candidate to assess his/her own eligibility for the position for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing (directly or indirectly) in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any position, the decision of the MGAHV shall be final.
  19. 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 be liable to be cancelled.
  20. 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.
  21. Payment of T.A.: The candidate will have to present himself/herself for Written Test/Interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ST/PWD categories will be defrayed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the University/UGC/Government of India rule, if they attend the interview. Extra charges (if any incurred for reserving seat/sleeping berth in the train will not be reimbursed to the candidates. The above mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government services. This facility may also be extended to other categories as per the guidelines of the UGC/Government of India rule.
  22. The person appointed against any position shall be governed by the Act/ Statutes/ Ordinances/ Rules of the MGAHV or any other Rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employee by the Executive Council of the MGAHV. The MGAHV shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

23. The service conditions including Pay Level and age of superannuation shall be as per Government of India/ UGC rules.
24. The candidates selected shall be appointed under a written contract on probation as prescribed by the Ordinances of MGAHV.
25. Candidates must write their Email ID neatly and correctly for mailing interview/appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an E-mail-ID must create an ID and check it regularly for further communication.
26. **Call letters to attend the interview will be sent to the shortlisted candidates by Email only.** No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the MGAHV Website and their Email ID regularly.
27. The following categories of persons shall not be eligible to apply for any position in the MGAHV:
  - a) Who has been convicted by any Court of Law or if any criminal proceedings are pending against him;
  - b) Who has entered into or contracted a marriage with a person having a spouse living;
  - c) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the MGAHV may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
  - d) Who is not a citizen of India; and
  - e) Any other category of person disqualified for appointment by the Government of India/UGC from time to time.
28. Though a selected candidate's headquarters will be Wardha (Maharashtra), but he/she will be liable to serve/may be transferred as per requirements of the University.
29. Regarding any dispute/ambiguity or lack of clarity in any clause or rules that may occur in the process of selection, the decision of the MGAHV shall be final.
30. In case of any disputes, any suites or legal proceedings against the MGAHV, the territorial jurisdiction shall be restricted to the Court of Wardha District/Bombay High Court, Nagpur Bench, Nagpur (Maharashtra) only.
31. Complete application, in all respect, send to the **Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra)** by Speed-Post or Registered Post ONLY. The applications received after due date, incomplete, not duly signed, non-remittance of prescribed fee, without attested copies of the certificates/education qualification/experience and not in the prescribed proforma shall be liable to be rejected.
32. The following must be clearly written/typed on the sealed envelope containing the Online filled Application Form:

<b>Employment Notice No. : MGAHV/03/2020</b>	
<b>“Application for the post of .....</b>	
<b>Post Code No.....”</b>	
<b>To</b>	
<b>The Registrar</b>	
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya,	
Post–Hindi Vishwavidyalaya, Gandhi Hills,	
<b>Wardha–442 001 (Maharashtra)</b>	
<b>From</b> _____	
_____	
Contact No.: Ph.(With STD) _____	Mob. No. _____
E-Mail ID : _____	

33. The MGAHV will not be responsible for any delay/loss due to postal delay or technical reasons in receipt of the application forms. The MGAHV will also not be responsible for invalid/wrong e-mail ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and MGAHV website i.e. [www.hindivishwa.org](http://www.hindivishwa.org) for updates. All correspondence from the University including interview call letter shall be sent to the e-mail ID as provided by the candidate.

34. 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.
35. **The appointment of candidates on Regular basis shall be governed by National Pension Scheme (NPS) (Applicable on Organizations established on or after 01/01/2004) and as such employees coming from pensionable establishments would be governed by Pension Scheme of the parent department till such time, they retain Lien with the parent Organization.**

### **Important Instructions**

- The last date for submission of online applications completed in all respects is **21 days** from the date of publication of advertisement in the Employment News/Rozgar Samachar.
- **Addendum/dedendum/corrigendum/notices to this advertisement, if any, shall be published only on the MGAHV Website ([www.hindivishwa.org](http://www.hindivishwa.org)).**
- Therefore, candidates are advised to check the MGAHV Website regularly.
- The list of short-listed candidates for Interview or any other information related to Date, Time and Venue of Interview shall be published on the MGAHV Website i.e. [www.hindivishwa.org](http://www.hindivishwa.org) ONLY.
- No request for change of position(s) and update of new information in the application form will be entertained after the last date of application.
- For any clarification query or technical problem in submitting online application following may be contacted on all working days from 10:00 am to 05:30 pm :
  - ❖ For any technical problem : **by Phone** : +91-7152-230743
  - ❖ For any clarification or query: **by Phone** :+91-7152-255707 **AND/OR** **by Mail** : recruitmentcell.mgahv@gmail.com

**Registrar**