

**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 No.: 07152-255707; Website:www.hindivishwa.ac.in

आज़ादी का
अमृत महोत्सव**EMPLOYMENT NOTICE FOR NON-TEACHING POSTS**

Advt. No. MGAHV/14/2022

Dated : 17.11.2022

Online applications are invited from the eligible Indian Citizens in the prescribed format through www.hindivishwa.ac.in for filling up the following posts under Direct Recruitment/Deputation in the University:

Post Code	Name of Post	Pay Matrix as per 7th CPC		No. of Posts	Post Categories
		Pay Level	Pay Range		
Non-Teaching Posts (Group-A)					
1	Registrar	Level - 14	Rs. 1,44,200 – 2,18,200	01	UR
2	Finance Officer	Level - 14	Rs. 1,44,200 – 2,18,200	01	UR
3	Controller of Examination	Level - 14	Rs. 1,44,200 – 2,18,200	01	UR
4	Regional Director	Level - 12	Rs. 78,800 – 2,09,200	02	UR
5	Deputy Finance Officer	Level - 12	Rs. 78,800 – 2,09,200	01	UR
6	Deputy Controller of Examination	Level - 12	Rs. 78,800 – 2,09,200	01	UR
7	Internal Audit Officer (On Deputation/Contract)	Level - 12	Rs. 78,800 – 2,09,200	01	UR

The last date for submission of online application is 15 (Fifteen) 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. Link for filling up of Online Application will be available on the date of publication of advertisement in the Employment News/Rozgar Samachar.

Submission of ONLINE Application is essential. Its printed copies along with supporting annexure by the candidates and advance copy by in-service candidates should reach the University by post (Registered/Speed post only) after 7 days from the last date of submission of online application.

Application Fee (Through Online Payment Gateway ONLY)

Candidates belonging to General/OBC/EWS Category (<i>For Group 'A' posts</i>)	Rs.1,000/-
Candidates belonging to SC/ST/PwD (Divyang) Category/Women candidates	NIL
Internal (Regular) employees of the MGAHV	NIL

Please visit University website www.hindivishwa.ac.in for details regarding Eligibility, Experience, Service Conditions, Emoluments and Desirable qualifications etc.

NOTE : All posts advertised vide Advt. No. MGAHV/09/2019 dated 07-11-2019, Advt. No. MGAHV/03/2020 dated 21-11-2020 and Advt. No. MGAHV/07/2021 dated 05-09-2021 have been cancelled due to administrative reasons. Application fee deposited by the candidates in this regards will be returned in their bank accounts. Candidates who have applied earlier against these advertisements are required to apply afresh.

Registrar



Details of Advertisement for Non-Teaching Posts

Advt. No. MGAHV/14/2022

Dated : 17.11.2022

Online applications are invited from the eligible Indian Citizens in the prescribed format for filling up the following Non-teaching posts under Direct Recruitment/Deputation in the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV). Category and Pay Level along with essential and desirable qualifications etc. required for the posts are given below :

Post Code	Name of Post	No. of Post with Category	Age Limit (as on last date)	Eligibility
1	Registrar (Tenure for 05 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier) Pay Level -14 (Rs. 1,44,200 to 2,18,200)	One (01-UR)	Preferably below 57 years	Essential Qualifications: i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) 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, 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 Qualifications: i) Well versed in University system ii) Knowledge of Hindi: reading, writing and speaking.
2	Finance Officer (Tenure for 05 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier) Pay Level -14 (Rs. 1,44,200 to 2,18,200)	One (01-UR)	Preferably below 57 years	Essential Qualifications: i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) 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, 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 Qualifications: i) Well versed in University system ii) Knowledge of Hindi: reading, writing and speaking.
3	Controller of Examination (Tenure for 05 years or till attaining the age of superannuation i.e. 62 years, whichever is earlier) Pay Level -14 (Rs. 1,44,200 to 2,18,200)	One (01-UR)	Preferably below 57 years	Essential Qualifications: i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) 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, 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 Qualifications: i) Well versed in University system ii) Knowledge of Hindi: reading, writing and speaking.

Post Code	Post	No. of Post with Category	Age Limit (as on last date)	Eligibility
4	Regional Director Pay Level -12 (Rs. 78,800/- to 2,09,200)	One (02-UR)	50 years	<p>Essential Qualifications:</p> <p>i) Possessing Doctorate degree or equivalent published work in Education /Distance Education /Continuing Education. In addition to this, candidate should also possess at least 55% of marks or equivalent grade of 'B' in seven point scale at Master Degree in Education/Distance Education/Continuing Education.</p> <p>ii) Five years of experience of teaching and/or Educational Administration and /or research excluding the period spent for obtaining the research degree and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovative degree course and curricula.</p> <p>Note : This post will not be at par with Academic staff.</p> <p>Desirable Qualifications:</p> <p>1. Well versed in the Distance Education system of Universities. 2. Knowledge of Hindi reading, writing and speaking.</p>
5	Deputy Finance Officer Pay Level -12 (Rs. 78,800/- to 2,09,200)	One (01-UR)	50 years	<p>Essential Qualifications:</p> <p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed, with</p> <p>a) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, OR</p> <p>b) Comparable experience in research establishment and/ or other institutions of higher education, OR</p> <p>c) 5 years of administrative experience as Assistant Registrar or in equivalent post in the pay level 10 and above.</p> <p>Desirable Qualifications:</p> <p>1. Well versed in the Financial system of the University. 2. Knowledge of Hindi reading, writing and speaking.</p>
6	Deputy Controller of Examination Pay Level -12 (Rs. 78,800/- to 2,09,200)	One (01-UR)	50 years	<p>Essential Qualifications:</p> <p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed, with</p> <p>a) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, OR</p> <p>b) Comparable experience in research establishment and/ or other institutions of higher education, OR</p> <p>c) 5 years of administrative experience as Assistant Registrar or in equivalent post in the pay level 10 and above.</p> <p>Desirable Qualifications:</p> <p>1. Well versed in the Examination system of the University. 2. Knowledge of Hindi reading, writing and speaking.</p>
7	Internal Audit Officer (On Deputation/ Contract) Pay Level -12 (Rs. 78,800/- to 2,09,200)	One (01-UR)	56 years	<p>Deputation: By drawing officers belonging to Audit and Accounts Service or other similar organized Account Services in Central/State Govt., holding analogous posts on regular basis</p> <p style="text-align: center;">OR</p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>

General Instructions

1. Online 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 pro-forma 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(s).
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).
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. A candidate belonging to SC/ST/OBC/PwD who has been selected on the same standard as applied to the General candidate and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
16. '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.
17. The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness by the MGAHV. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case, the report/s with regard to his/her conduct, character, and antecedents is found to be unsatisfactory, the appointment shall be cancelled/withdrawn forthwith.
18. 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 and in case the application is not forwarded due to whatever reasons till the time of written test or 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.
19. The University may also conduct written test/trade test/skill test/Computer test or any other test as per the requirement of the post, decided by the competent authority.
20. 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.
21. 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.
22. 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.
23. The upper age limit for appointment to various posts shall be as specified against each post. 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.
24. 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.

25. The person appointed against any position shall be governed by the Act/ Statutes/ Ordinances/ Rules of the MGAHV and also the CCS (Conduct) Rules, 1964, CCS(CCA) Rule, 1965, 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.

26. The service conditions including Pay Level and age of superannuation shall be as per Government of India/ UGC rules.
27. The candidates selected shall be appointed under a written contract on probation as prescribed by the Ordinances of MGAHV.
28. 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.
29. **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.
30. The following categories of persons shall not be eligible to apply for any position in the MGAHV:
- Who has been convicted by any Court of Law or if any criminal proceedings are pending against him;
 - Who has entered into or contracted a marriage with a person having a spouse living;
 - 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;
 - Who is not a citizen of India; and
 - Any other category of person disqualified for appointment by the Government of India/UGC from time to time.
31. Though a selected candidate's headquarters will be Wardha (Maharashtra), but as per requirements of the University he/she will be liable to serve/may be transferred anywhere within the jurisdiction of the University.
32. 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.
33. 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.
34. 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.
35. The following must be clearly written/typed on the sealed envelope containing the Online filled Application Form:

Employment Notice No. : MGAHV/14/2022	
“Application for the post of	
Post Code No.....”	
To	
The Registrar	
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya,	
Post-Hindi Vishwavidyalaya, Gandhi Hills,	
Wardha-442 001 (Maharashtra)	
From _____	

Contact No.: Ph.(With STD) _____	Mob. No. _____
E-Mail ID : _____	

36. 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.ac.in for updates. All correspondence from the University including interview call letter shall be sent to the e-mail ID as provided by the candidate.
37. 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.
38. **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.**

NOTE :

- (i) All posts advertised vide Advt. No. MGAHV/09/2019 dated 07-11-2019, Advt. No. MGAHV/03/2020 dated 21-11-2020 and Advt. No. MGAHV/07/2021 dated 05-09-2021 have been cancelled due to administrative reasons.
- (ii) Candidates who have applied earlier against the posts advertised under above stated Employment Notifications, issued by the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha are required to apply afresh along with desired documents and requisite fee.
- (iii) Application fee to those candidates will be returned in their bank account, who had deposited it against these posts. The concerned candidate has to send an application (separate application for each post) along with relevant proof of payment(s) to the Registrar, MGAHV, Wardha in the prescribed format available on the University website for this purpose.

Important Instructions

- The last date for submission of online applications completed in all respects is 15 (Fifteen) days from the date of publication of advertisement in the Employment News/Rozgar Samachar and printed/hard copy of application, in all respect, addressed to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra) should reach by Speed-Post or Registered Post ONLY after 7 days of submission of last date of online application.
- Link for filling up of Online Application will be available on the date of publication of advertisement in the Employment News/Rozgar Samachar.
- **Addendum/Dedendum/Corrigendum/Notices related to this advertisement, if any, shall be published only on the MGAHV Website (www.hindivishwa.ac.in)** and will not be published in the newspapers. 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.ac.in) 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.ac.in 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:
 - ❖ For technical issues i.e. submission of online application, payment etc. by mail only on techsupport@hindivishwa.ac.in & on any working day (Monday to Friday) between 10:00 am to 5:00 pm on telephone No. 07152-230743.
 - ❖ All other information by mail on recruitmentcell.mgahv@gmail.com & on any working day (Monday to Friday) between 10:00 am to 5:00 pm on telephone No. 07152-255707.

कादर जास
Registrar

17/11/22