



MAHATMA GANDHI VIDYAMANDIR, NASHIK

3rd floor, Samajshree Prashantdada Hiray College of Hotel Management
& Catering Technology, Panchavati, Nashik -422003

www.mgv.org.in

VACANCIES

1) **ADMINISTRATIVE OFFICERS**

➤ **HR Department (Post – 04)**

M.B.A. or equivalent qualification with Experience of 3 years will be preferred.

- **Sr. AO in General Education:** Postgraduate in any stream, should have minimum 5 years of experience in Academics and general administrative work Computer proficiency is must. Should have knowledge of university Act/School Act.
- **Placements officer:** Research Job Trends, Provide Career Services to Students, Network with Local, Domestic and Global Employers. Plan Hiring Events.
- **Appraisal officer:** - Appraisal officer should be providing knowledge of education appraisal and confidential report at Schools and professional colleges
- **GAD College:** - Should have knowledge of university Act and general administrative education work.

➤ **Academic Department (Post – 05)**

- **Marathi Mediums officer, MGV pattern officer and Examination Officer: -** Postgraduate in any stream, should have minimum 3 to 5 years of working in Educational institutions, Computer proficiency is must.
- **Higher Education officer:** - Postgraduate in any stream, should have minimum 5 years of experience in Academics, Computer proficiency is must. Should have knowledge of University correspondence.
- **Training Officer:** Training officer should be providing knowledge of education training services at Schools and professional colleges

➤ **Hospitality Department (Post – 01)**

- **Hospitality Officer:** -Degree in BHMCT or B.Sc in Hospitality Management required, with Experience of 3 years is preferable and having knowledge of Hostel Management will be preferred.

➤ **Public Relations Department (Post – 01)**

- **Videographer:** - HSC or Graduate and Videographer skill will be preferred.

- ❖ Qualification may be relaxed in case of experienced & deserving candidates.
- ❖ Salary will be attractive & will commensurate with qualification & experience.
- ❖ Existing employees working with trust will also be eligible to apply if they find themselves suitable for any of the above posts.
- ❖ Knowledge of computer is a must.
- ❖ Eligible & Competent candidates should submit their resume/applications in pdf format to info@mgvnasik.org within 7 days from the date of publication of this advertisement.
- ❖ For more information please visit in our website www.mgv.org.in

Place: Nashik

DR. APOORVA PRASHANT HIRAY

DR. PRASHANT V. HIRAY

Date : 06/11/2020

Coordinator

General Secretary