



MAHATMA GANDHI VIDYAMANDIR, NASHIK

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

www.mgv.org.in

1) **VACANCIES**

1) **CHIEF EXECUTIVE OFFICER (C.E.O.) (Post – 01)**

M.B.A. or equivalent qualification with Experience of above 10 years in educational Institution will be preferred.

Should have knowledge of University Act and School Act.

Should have the ability to apply modern theories of leadership, management, and negotiation skill to face real-world educational challenges.

Manage risk through analysis of statistics and economic data.

Lead Educational, personnel and operational initiatives to maximize growth and profitability.

2) **ADMINISTRATIVE OFFICERS**

➤ **HR Department (Post – 05)**

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.
- **Training Officer:** Training officer should be providing knowledge of education training services at Schools and professional colleges
- **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 – 06)**

- **Jr. College officer, English Mediums officer, Marathi Mediums officer, MGVP pattern officer and Examination Officer: -** Postgraduate in any stream, should have minimum 3 to 5years 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.

➤ **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 – 02)**

- **Videographer:** - HSC or Graduate and Videographer skill with Experience of 2 years will be preferred. Excellent computer literacy. Proficiency with editing software such as Photoshop and video editing. Having knowledge of new techniques will be preferred.
- **Graphic Designer:-** HSC or Graduate is looking for Graphic designer candidates must have at least 2 years of experience in adobe Photoshop, Corel draw and social media marketing with typing speed in English 40 w.p.m. and Marathi 30 w.p.m

- ❖ 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@mgvnashik.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 :19/08/2020

Coordinator

General Secretary