

**MAHATMA GANDHI VIDYAMANDIR, NASHIK**6<sup>th</sup> Floor, K. B. H. Dental College & Hospital,

Panchavati, Nashik - 422003

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Phone : (0253) 2628143/144 E-mail Id - info@mgvnsaik.org

**VACANCIES**

Applications are invited from eligible and aspiring candidates for following Departments in Mahatma Gandhi Vidyamandir's Head Office at Nashik.

Sr. No.	Department	Designation	Vacant Post	Qualification & Experience	Job Description
01.	H.R.	Administrative Officer - Appraisal (School Edu.)	01	M.B.A., Minimum 3 Years Experience in HR.	Sound knowledge in appraisal system.
		Administrative Officer - Placement	01	M.B.A., Minimum 3 Years Experience.	Research Job Trends, Provide Career Services to Students, Network with Local, Domestic and Global Employers. Linkage between Institute & Industry.
		Assistant Administrative Officer - Hardware & Networking	01	Diploma Or B.E. (I.T./Computer), Minimum 3 Years of Experience.	should have sound technical knowledge about hardware & networking.
2	Academic & Skill Development	Senior Administrative Officer - International Relations, Training & Autonomy	01	M.B.A., Minimum 5 Years Experience With Good Verbal And Written Communication	Establishing international linkage in education sector. MOU's & Collaboration with international universities.
		Administrative Officer - International Relations	01	M.B.A., Minimum 3 Years Experience.	
		Administrative Officer - Higher Education	01	Post Graduate In Any Stream, Minimum 3 Years Experience.	Knowledge of UGC Act, Statute, Maharashtra Public Universities Act
		Administrative Officer - Training Officer	01	M.B.A., Minimum 3 years experience.	Good Communication & Presentation Skills, Should be able to identify training needs & develop training modules.
		Administrative Officer - Skill Development - School Section	01	Any Graduate, Minimum 3 Years Experience.	Experience in various state and central government schemes. i.e. National Urban Livelihoods Mission, Pradhan Mantri Kaushal Vikas Yojana, DPC etc.
		Administrative Officer - Vocational & Community	01	Any Graduate, Minimum 3 years experience.	Should be updated with UGC, HRD Ministry & Government polices in implementation & developments of skill based programme.
3	Finance	Accountant	02	M.Com., Minimum 3 years experience.	Advance Knowledge of Tally.ERP, Primarily responsible it would be monthly closure of accounts
4	Hospitality	Administrative Officer - Hospitality	01	BHMCT or B.Sc. H.S. with minimum 3 years experience	Work experience in Hotel Industries will be preferred.
5	P.R.O.	Videographer	01	H.S.C, Minimum 1 year experience.	Should have designing & creativity skills & Knowledge Photoshop & Video Editing
		Graphic Designer	01	H.S.C., Graphic Designer, minimum 1 year experience.	Should have designing & creativity skills, Knowledge of Print Technology.
		Event Manager	01	Any Graduate, minimum 3 years of experience.	Creative and artistic skills with sound ability of Planning and organizing events
6	Construction	Interior	01	B. Arch. Minimum 3 years experience.	Interior Design, Drawing & Computer-Aided Design (CAD)
7	Legal, Finance & Skill Development	Computer Operator	03	Any Graduate, MSCIT, Eng. 40 w.p.m., Marathi 30 w.p.m., D.T.P., minimum 3 years experience.	Should have sound knowledge of internet & good drafting & formatting skills.

- ❖ Qualification may be relaxed in case of experienced & deserving candidates.
- ❖ Salary will be attractive & will commensurate with qualification & experience.
- ❖ Existing employees working with trust are also eligible to apply through proper channel.
- ❖ Computer proficiency & Internet surfing skills is mandatory.
- ❖ Candidates to submit their applications along with their C.V. in pdf format to **info@mgvnsaik.org** within 7 days from the date of publication of this advertisement.

**For more information visit us :-**

**website** : **www.mgv.org.in**  
**Facebook** : **MahatmaGandhi Vidyamandir**  
**Instagram** : **Mahatma Gandhi Vidyamandir mgvs\_nashik**  
**Linkedin** : **MAHATMA GANDHI VIDYAMANDIR**  
**Twitter** : **@MVidyamandir**

**DR. AAPOORVA PRASHANT HIRAY**  
Co-ordinator

**DR. PRASHANT V. HIRAY**  
General Secretary