

**MAHATMA GANDHI VIDYAMANDIR, NASHIK**

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VACANCIES

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

Sr. No.	Designation	Vacant Post	Qualification & Experience	Job Description
1	Finance Officer - Taxation	01	C.A./C.A. Inter with min. 2 years Experience.	Statement compliance of all units for TDS, GST, P.T. in respective Tax strategies with latest amendments.
2	Finance Officer - Audit	01	C.A./C.A. Inter with min. 2 years Experience.	Developing Audit Plan, Monitoring Audit team finalization and audit all unit of M.G.V.
3	Finance Officer - Audit	01	C.A./C.A. Inter with min. 2 years Experience.	Developing Audit Plan, Monitoring Audit team finalization and audit all unit of Nashik Campus.
4	Accountant	01	M.Com. with Min. 2 Year preferably in an educational institution	Maintain fee records, accounts in Tally & Finalization, preparation of data for PT & TDS compliances.
5	Administrative Officer - Training & Placement	01	M.B.A. Min. 3 years of CRM Experience.	Effective written and verbal communication skills and a knack for understanding student career needs and requisite liaison
6	Administrative Officer - International Relations	01	M.B.A., Min. 3 Years Experience.	Establishing international linkage in education sector. MOU's & Collaboration with international universities
7	Administrative Officer - Higher Education	01	Master Degree Min. 3 Years Experience in education administration.	Individual of high integrity with knowledge of UGC and education related policies. Excellent output analysis skills.
8	Administrative Officer - Technical Education	01	Master Degree Min. 3 Years Experience in education administration.	Individual of high integrity with knowledge of UGC, AICTE, PCI, DTE and education related policies. Excellent output analysis skills.
9	Estate Manager	01	Qualification in Civil Engineering with proven experience dealing with NMC, Revenue Department & Civil Works	Conservation of Civil Assets at Multiple location (Urban & Rural), Liaising with related authorities, taxation, safety audits.
10	Officer Superintendent	01	Master Degree Min. 3 Years Experience in education administration.	Individual of high integrity with knowledge of UGC, AICTE, PCI, and education related policies. Excellent administration skills.
11	Cashier	01	B.Com. & Tally Min. 2 years experience.	Handling cash counter, Knowledge of online transaction, Banking Knowledge
12	Computer Operator	01	Any Graduate, MSCIT, Typing Mar. 30, Eng. 40 wpm Min. 2 years experience.	Mail Handling, Documentation, Letter Drafting Skills, Knowledge of Internet.

- ❖ 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@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