

**MAHATMA GANDHI ACADEMY OF HUMAN DEVELOPMENT
(MGAHD) CHUCHUYIMLANG, NAGALAND**

MGAHD/ADVT/NAGALAND/JULY 2018

July 13, 2018

ADMINISTRATIVE POSITIONS

MGAHD invites interested candidates to apply for administrative positions (on contract basis) to be filled in MGAHD, Chuchuyimlang (Nagaland). The Academy was formally inaugurated on 2nd October 2015 by the then Union Minister for Human Resources Development and the Chief Minister of Nagaland. MGAHD is a Centre established jointly by Gandhi Ashram in Chuchuyimlang Village in Mokokchung District of Nagaland with The Hans Foundation, New Delhi is the supporting partner.

MGAHD in academic collaboration with TISS, Mumbai is launching a Master of Arts in Social Work with specialization in Livelihoods and Entrepreneurship, which is a two year full time program with an integrated internship at the in a field setting. A number of Vocational Education courses will also be offered by MGAHD from early 2018.

All positions are based in Chuchuyimlang Village in Mokokchung District of Nagaland. MGAHD shall support in finding accommodation in the village. The applications are invited for the following posts to be filled on contract basis for a period of one year initially and extendable based on the requirement of the project.

Administrative Assistant (One Post) : Monthly Consolidated Salary Rs. 25,000/- p.m.

Essential Qualification – Bachelor's degree in Commerce or related disciplines with 3 years of work experience of accounts handling in GO/NGO/Private institutions or Master's Degree in Commerce or related disciplines.

Office Assistant (One Post) : Monthly Consolidated Salary Rs. 10,000/- p.m.

Essential Qualification – 12th Pass

The eligible shortlisted candidates will be invited to appear for a Personal Interview to be scheduled in July 2018. The selection of both the posts will be held at **MGAHD, CHUCHUYIMLANG, NAGALAND.**

Other Conditions:

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.

- The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure and not fill up the vacancy advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The positions are unreserved, but candidates belonging to reserved category can apply.
- No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration of the post.
- The candidate under employment must bring a 'No Objection Certificate' from their employer to appear for the interview.
- No TA/DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate (s).
- The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the test/interview or before joining the post, if selected.

Interested candidates are requested to apply by sending a cover letter /email to along with their CV to mgahd.nagaland@gmail.com or by post to MGAHD, P.O CHUCHUYIMLANG Dist. MokokChung, NAGALAND. PIN 798614.

The last date for receipt of online application is 23 July, 2018.

The selected candidates are expected to join within 10 days of their selection.

Project Leader