

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

MGAHD/ADVT-1 NAGALAND/MAY 2019

May 6, 2019

**ADMINISTRATIVE POSITIONS AT THE MAHATMA GANDHI ACADEMY OF HUMAN DEVELOPMENT
(MGAHD) IN CHUCHUYIMLANG, NAGALAND**

MGAHD invites interested scholars to apply for **Non - Teaching positions** 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 The Tata Institute of Social Sciences and Nagaland 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 launched a Master of Arts in Social Work with specialization in Livelihoods and Entrepreneurship on July 10th 2018, which is a two year full time program with an integrated internship in a field setting.

All positions will be initially offered one-year contract but renewable after performance assessment. All positions are based in Chuchuyimlang village in Mokokchung District of Nagaland.

1. Field Work Coordinator (One post) : Monthly Consolidated Salary Rs. 40,000/-.

Qualification and Experience:

A Masters' Degree in Social Work with minimum of 55% marks or an equivalent grade in a point scale wherever grading system and At least two years of relevant experience with Government, Non-Government Organization, Industry / Business would be essential.

2. Library Asst cum Archival Professional (One Post): : Monthly Consolidated Salary Rs. 25,000/-

Qualification and Experience:

Bachelors in Library Science/Information Science/ or an equivalent professional degree with at least 55%marks or its equivalent with good academic record from any recognized university. Background and experience in Archival Studies and museology is preferred. At least one years of relevant experience with Government, Non-Government Organization, Industry / Business would be essential.

3. Accountant Assistant (One post) : Monthly Consolidated Salary Rs. 25,000/-.

Qualification and Experience:

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.

4. Admin Assistant (One post) : Monthly Consolidated Salary Rs. 15,000 /-.

Qualification and Experience:

Bachelor's degree with 55 per cent marks and one years of work experience of handling office administration in GO/NGO/Private institutions.

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 email their resume to **mgahd@tiss.edu** mentioning subject line as "**Application for the post of -----** (mention the name of the post applied) on or before **May 20, 2019**.

The eligible shortlisted candidates will be invited to appear for a Written test/Personal Interview to be scheduled in second week of June 2019 at TISS Guwahati Campus. The selected candidates are expected to join by July 05, 2019.

Please note that no TA and DA shall be paid to appear for the interview.