



Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat



The Maharaja Sayajirao University of Baroda

Vadodara - 390 002, Gujarat, India.

NOTIFICATION NO. ADE3/5 of 2020-2021

The Maharaja Sayajirao University of Baroda invites 'Online applications' for various non-teaching posts to be filled in purely on temporary and fixed tenure basis.

The desirous candidate is required to apply online on or before 23rd November 2020 till 5.30 P.M. [at http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx](http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx)

The other details & conditions are available on the website of The Maharaja Sayajirao University of Baroda (www.msubaroda.ac.in.)

Vadodara

Dated: 2/11/2020

Dr. K. M. Chudasama
Registrar (Offg.)



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Notification ADE3/5of 2020-21

Number of Posts and Name of Higher Payment Programmes for Appointment of Non Teaching Staffs for a period of 11 months Class III (Clerical/ Technical) under Higher payment programmes:

Sr. No.	Faculty/Institution	Name of HPP	No of Positions to be Advertised	Designation
1	2	3	5	6
1	Faculty of Family & Community Sciences Institute of Fashion Technology	B.Sc.(Textile & Apparel Design)	2	Technical Assistant
			1	Laboratory Assistant
			1	Clerk
			1	Clerk (Accounts)
		B.Sc.(Garment Technology)	1	Laboratory Assistant
			1	Technical Assistant
		B.Sc.(Fashion Communication)	1	Technical Assistant
			1	Clerk
			1	Data Entry Operator
		B.Sc.(Hons.) Interior Design, Deptt. of FCRM	1	Clerk (Accounts)
			1	Clerk
			1	Technical Assistant
		B.Sc. (Hons.), Foods & Nutrition, Deptt. of F & N	1	Technical Assistant
			1	Clerk (Accounts)
1	Clerk (Library)			
1	Clerk			
2	Fine Arts	MRID	1	Clerk
3	Faculty of Journalism & Mass Communication	Bachelor of Journalism & Mass Communication	1	Clerk (Accounts)
			1	Computer Operator
4	Faculty of law	BSLS	1	Computer Operator
			1	Clerk
			1	Clerk (Accounts)
			1	Clerk
5	Faculty of Science	B.Sc. Higher Payment Programme	3	Laboratory Assistant



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		Dr. Vikram Sarabhai Institute of Cell & Molecular Biology (Integrated M.Sc., in CMB, HPP)	2	Laboratory Assistant
6	Faculty of Social Work	BSW	1	Supervisor
		MHRM & BSW	1	Clerk (Accounts)
		Dr. I. G. Patel Seminar hall	1	Supervisor (Electrical)
7	Centre for Life Long Learning and Extension	Centre for Life Long Learning and Extension	1	Clerk (Accounts)
8	Institute of Leadership and Governance	Institute of Leadership and Governance	1	Academic Administrator
			1	Data Entry Operator
9	Faculty of Education & Psychology	HPP BA & MA Programme	1	Clerk (Accounts)
10	Faculty of Technology & Engineering	MURP, Department of Architecture	1	Clerk (Accounts)
			1	Laboratory Assistant
11	M. K. Amin Arts & Science college & College of Commerce, Padra	B. Sc. Botany/Chemistry/ Physics/ Zoology	6	Laboratory Assistant
			1	Clerk
			1	Clerk (Accounts)
			1	Programme officer
			2	Field Collector
			1	Store Keeper
12	Polytechnic	Architectural Assistantship (AA)	1	Clerk (Accounts)
13	Office of Career Advancement for Students	Office of Career Advancement for Students	1	Academic Administrator
14	Office of International Affairs	Office of International Affairs	1	Programme Officer
			1	Clerk
15	Faculty of Management Studies	Faculty of management Studies HPP	1	Clerk



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QUALIFICATIONS			
Sr. No	Name of Post	Qualifications	Salary Rs. p.m.
1	Academic Administrator	Master Degree in Management with 55% of marks in Subjects like Political Science, Journalism & Communications, Law, HRM, Management or Social Work from recognized University. Computer Literacy and working Knowledge of MS Office, MS Excel is preferred. Experience/ Qualification for Office Management-Administration. Good Communication and Writing Skills.	15000/-
2	Clerk	Bachelor's Degree with 50% marks from any recognized University. Proficiency in computer Operations MS office /excel /email	9460/-
3	Temporary Clerk/Data Entry Operator	Bachelor's Degree with 50% marks from any recognized University. English typing @35WPM. Proficiency in computer Operations MS office /excel /email Desirable: Gujarati Typing @30 WPM	9460/-
4	Temporary Clerk (Accounts)	B.Com. with 50% of marks and Training in Accounting & Tally with one year working experience in a reputed institution. Knowledge of data processing on computers and general correspondence like inviting quotation, preparing comparative statements will be preferred. Knowledge of cashbook writing, ledger posting and other day to day work.	9460/-
5	Temporary Library Clerk	i.) Bachelor's Degree in Library and Information Science with experience of working in a Library. ii) Knowledge of Computer operations preferable.	9460/-
6	Temporary Computer Operator	BCA/ BSc (Computer Science) / PGDCA/ Diploma in Computer Applications/ Information Technology/Computer Engineering. Knowledge of Maintenance of Computer Software, Hardware, LAN System and Knowledge in handling Audio Visual Equipment.	9460/-
7	Temporary Technical Assistant	B.Sc with Chemistry/Physics/Life sciences/Environmental Science/Instrumentation or any other relevant subject (as per the requirement of the post) from a recognized University /Institute with minimum two years of maintenance experience of sophisticated scientific instrument in the field of	14700/-



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		<p>related laboratory in any University/College/ Research Laboratory. OR Diploma Holder with 6 years' experience in the relevant field Experience in handling Laboratory Equipment's and computers Good command over English. For Faculty of Family & Community Sciences : Diploma in Textile Engineering/Textile Technology knowledge of maintenance and working of textile machinery and CCC passed from Govt. Recognized Institute and 1 year experience in pattern in men's and woman's wear.</p>	
8	Temporary Lab. Assistant	<p>B.Sc. in Botany/Chemistry/Physics/Zoology OR B.Tech in Textile Technology/Textile Engineering OR Diploma in Textile Engineering/Textile Technology with at least two years' experience in a scientific laboratory or academic institution.</p>	9460/-
		<p>For Dr. Vikram Sarabhai Institute Cell & Molecular Biology Candidate should have passed graduation (Preferably Bachelors in allied Sciences) with 2-3 year experience in scientific laboratory management. Should have computer knowledge for MS office work etc.</p>	13500/-
9	Temporary Computer Lab Asstt.	<p>BCA/ Diploma in Computer Applications, IT, Computer Engineering, Knowledge of Maintenance of Computer Software, Hardware, LAN System and Knowledge of Pertaining Audio Visual Equipment. (Faculty of Family & Community Sciences)</p>	9460/-
10	Temporary Electrical Supervisor	<p>Std. 10th Pass from recognized State/Central Board with 2 years of ITI Certificate Course of Electrician. Desirable 2 years' experience of operating DG Set/PA System etc.</p>	9460/-
11	Temporary Agency Supervisor	<p>A candidate should have post Graduate Degree in MSW MHRM /MA (Psychology/ Social Work) from recognized university or institute. Candidates having working experience of counseling with special children will be preferred. Nature of duties 1) Children and Youth Counselling 2) Agency Visits / Field Work supervision 3) Coordination with outside agencies 4) Administrative and clinical work of CGC</p>	14,000/-
12	Temporary Programme Officer	<p>1. A Good Academic Record and a Master's Degree with at least 55% of the marks or an equivalent Grade in a point scale wherever Grading system is followed or its Equivalent Grade of B in the</p>	21000/-



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		<p>Seven Point Scale as per UGC norms in any discipline from a recognized University. (5% Relaxation for those candidates who have relevant and specific experience in University/College Academic Administration preferably in the Higher education field of similar nature as well as for those falling under SC/ST category as per reservation norms.)</p> <p>2. At least TWO Years of relevant and specific experience in University/College Academic Administration preferably in the Higher education field of similar nature in the University/Organization/Institute is mandatory. The certificate along with nature of work executed shall be required to be submitted from the competent authority/officer without which the application may not be entertained.</p> <ul style="list-style-type: none">• Five years' of experience at supervisory level in University/College Administration/Establishment/Finance/ Examination/Academic Section/Department of the University holding analogous Post or an equivalent Post is desirable.• Academic Administration in the fields/Section/Department/Cell etc. such as Accounts and Finance, Journalism, Corporate Communications and Linguistic Skills, Counseling, Computer Science, Computer Engineering and Information Technology, Business Management, Human Resource Management, Quality Assurances/Cells etc. shall be preferred.• Knowledge of Computer Applications (word/excel etc.) is mandatory.	
13	Temporary Field Collector	12 th Science with Biology Subject	9000/-
14	Store Keeper	B.Sc. with Chemistry and 3 years experience of Laboratory Assistant/ Scientific Assistant at College Level/ University Level/ Industries Level Describable: Knowledge of purchase procedure for equipment and chemicals, Maintenance of record of dead stock items, also having knowledge of computer, routine all office work.	18000/-



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The posts are to be filled up purely on Temporary basis as mentioned in details advertisement.

Terms & Conditions on 11 months contractual period

- (i) The candidate shall be required to apply online only on or before 23rd November 2020 till 5.30 p.m. at: <http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx>
- (ii) The hard copy of the system generated form, along with required enclosures and other relevant supporting documents need to be submitted by the applicant to the Registrar (Offg.) at the time of Test/Personal interaction, if the candidate is called for the personal interaction.
- (iii) Candidate should possess the required educational qualifications and experience on the last date of submission of online application.
- (iv) The online application form fee is Rs. 400/- (Rs. 200 for SC/ST/SEBC/EWS/PH Candidates) that is required to be paid using Credit/Debit Card, or online banking only. This amount shall not be accepted in cash, through money order or postal order or through any other financial instrument except Credit/Debit cards. The aforesaid application fee is non-refundable and no enquiries shall be entertained in this regard. The candidate should upload their cast certificate of SC/ST/SEBC/EWS issued by the competent authority of Government of Gujarat.
- (v) The University reserves the right to postpone or to fill in the less number of Posts at its discretion depending upon the requirement of the Higher Payment programme, The Maharaja Sayajirao University of Baroda.
- (vi) The decision of the competent authority shall be final.
- (vii) The prescribed qualification and experience are minimum and the mere possession of the same will not entitle candidates to be called for the personal interaction.
- (viii) The Maharaja Sayajirao University of Baroda shall verify the antecedents and documents submitted by a candidate at any time, at the time of appointment or during the tenure of service.
- (ix) In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
- (x) The selected candidate including in-service candidate shall be governed by the Rules and Regulations of The Maharaja Sayajirao University of Baroda as amended from time to time for maintaining the code of conduct of the employees by the University.

Candidates in their own interest are advised to remain in touch with The Maharaja



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- (xi) Sayajirao University of Baroda website www.msubaroda.ac.in.
- (xii) Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification.
- (xiii) The candidate shall bring all original certificates relating to his/her age, Educational qualifications, Past experience, etc. at the time of personal interaction.
- (xiv) In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear for personal interaction and his/her candidature may be treated as cancelled without any further communication in this regard.
- (xv) Candidate should not involve in any litigation or Court Case against the M.S. University of Baroda or Government of Gujarat at the time of submission of application.
- (xvi) The candidates shall be required to appear in the Test/Personal interaction at his/her own expenses.
- (xvii) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State

Vadodara:
Dated: 2/11/2020

Dr. K. M. Chudasama
Registrar (Offg.)