



The Maharaja Sayajirao University of Baroda
Vadodara - 390 002, Gujarat, India.

NOTIFICATION NO. ADE3/13958/1065

Applications are invited from eligible candidates in the prescribed format for the Post of **Temporary Full Time Account Clerk** in the Higher Payment Program, Polytechnic, The M.aharaja Sayajirao University of Baroda to be filled in on purely temporary basis.

The application form along with details of essential qualifications, salary, etc. can be downloaded from the University website www.msubaroda.ac.in.

The last date for submission of form is **01/11/2017**

Vadodara
Date: 11/10/2017

V H Kher
Director (HPP), Polytechnic

Polytechnic: Higher Payment Programme

The Maharaja Sayajirao University of Baroda – Vadodara

NOTIFICATION NO.: ADE3/13958/1065 Dated: 06/10/2017

Qualification, Fees and other details for the post of Temporary Full Time Account Clerk:

The duly-filled in application form along with copies of required certificates and documents should be received at the address “The Principal, Polytechnic, The Maharaja Sayajirao University of Baroda, Fatehgunj, Vadodara-390002” on or before _____. Application should be accompanied by a fee in the form of a bank draft of Rs.200/- (Rs.50/- for SC/ST candidates) in favour of “**COORDINATOR – Self Finance Courses, Polytechnic, The Maharaja Sayajirao University of Baroda**”. No amount will be accepted through cheque, cash, money order or postal order. The envelope containing the application should be superscribed with the name of the post applied for. Candidate should possess the required qualifications on the last date of application.

QUALIFICATIONS FOR THE NON-TEACHING POSITION:

TEMPORARY FULL TIME ACCOUNT CLERK

(Salary: Rs.8600/- Fix per month)

Qualifications:

B.Com. with 50% of marks with 1 year experience and knowledge of Accounting & Tally.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

PLEASE READ BELOW-MENTIONED INSTRUCTIONS CAREFULLY BEFORE FILLING UP THE APPLICATION FORM.

1. The posts mentioned above are purely on temporary, time gap, time bound basis. It does not give any privileges to be an employee of the university.
2. The application should be sent in prescribed format available on msubaroda.ac.in website.
3. The envelope containing the application must be super-scribed with the name of the post applied.
4. The candidate applying for more than one post requires to submit separate application along with the prescribed fees. There should be separate envelopes for each post applied for.
5. The candidates must possess the required qualifications on the last date of application.
6. The candidates should enclose self-attested copies of MARK-SHEETS/ GRADE-SHEETS and passing certificates of degree examination passed by them.
7. The candidates will have to produce the original copies of all certificates and documents submitted by him/her at the time of interview for verification.
8. Each application should be accompanied by application form fee in the form of a bank draft of Rs.200/- (Rs.50/- for SC/ST candidates) drawn in favour of **“COORDINATOR – Self Finance Courses, Polytechnic, The Maharaja Sayajirao University of Baroda”** and payable at Vadodara. The candidate must write his/her full name and the post applied for on the back side of the demand draft. This amount shall not be accepted in cash, money order and postal order or through any other financial instrument except through bank draft. The application fee is non-refundable and no enquiries will be entertained in this regard.
9. Canvassing, directly or indirectly, will be treated as a disqualification.
10. If the number of candidates possessing minimum qualifications is large, the University reserves the right to short-list the candidates on the merit-based criteria for the purpose of calling candidates for personal interview.
11. The University reserves the right not to fill up any or all of the advertised posts and no claim can be made against the same by any applicant.
12. The candidates, if called for personal interview, shall have to attend the personal interview at their own expense.
13. All the details in the notification are subject to correction or alteration.

Vadodara.

Date: 11/10/2017

Registrar (OSD)