The Maharaja Sayajirao University of Baroda

Vadodara - 390 002, Gujarat, India.

Estd.1949
Accredited 'A' Grade by NAAC

NOTIFICATION NO. ADE3/17 of 2020-2021

The Maharaja Sayajirao University of Baroda invites **'Online Applications'** for the following posts to be filled in purely on **temporary basis.**

Sr. No.	Post	No. of post	Sr. No.	Post	No. of post
1	System Designer	1	2	Team Leader	1
3	Senior Programmer	2	4	Software Developer	6
5	Program Officer	4	6	Data Entry Operator	13
7	Accounts Clerk	7	8	Research Associate	2
9	Computer Lab Assistant	1	10	Senior Research Fellow	1
11	Junior Research Fellow	1	12	Administrative Officer	1
13	Peon, Sweeper	4			

The desirous candidate shall be required to apply only online on or before **31-7-2020** till 5.30 P.M. at: **http://cc.msubaroda.ac.in/RecAdminstaff**

The other details and conditions are available on the website of The Maharaja Sayajirao University of Baroda: www.msubaroda.ac.in.

Vadodara

Dr. K. M. Chudasama

Dated: 13/07/2020

Registrar (Offg.)

The Maharaja Sayajirao University of Baroda

(Accredited Grade 'A' by NAAC)

Maharaja Fatehsinghrao Gaekwad Road, Fatehgunj, Vadodara – 390 002

NOTIFICATION NO.ADE3/17/2020-21 DATED 13-07-2020

The Maharaja Sayajirao University of Baroda Invites 'Online Applications' for various hiring services purely on temporary and fixed tenure basis.

I. For Atal Bihari Vajpayee Institute of Policy Research and International Studies (AIPRIS)

1	Name of Post	**Temporary Junior Research Fellow (JRF)**
A	Number of Post	**01(One)**
B	Educational and other Qualifications and Experience required for Recruits	**Essential** 1. Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Political Science, International Studies, Public Administration, Defence and Strategic Studies, Security Studies, History, Economics, Law or Geography from an Indian University, or an equivalent degree from an accredited foreign university. He/She should have cleared UGC-NET Exam in any of the above subject. Relaxation in marks and grade will be given to the candidates belonging to the reserved categories as per the Government of Gujarat norms. 2. Minimum one year's experience of teaching and / or conducting research in the concerned subject in a higher education institution or a research institution or a think tank or an NGO. It is mandatory to furnish the evidence of experience in conducting research and / or teaching. **Desirable** 1. Ph.D. or M.Phil. degree in the subjects listed above. 2. Knowledge of research methodologies and techniques relevant for policy research and international studies. 3. Excellent data collection and data analysis skills. 4. Proven skills in basic computer software and applications. 5. Command over written and verbal English.
C	Salary	Rs.31000/-p.m. net
D	Duration of Appointment	11 months

2	Name of Post	**Temporary Senior Research Fellow (SRF)**
A	Number of Post	**01(One)**
B	Educational and other Qualifications and Experience required for Recruits	**Essential**: 1. Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Political Science, International Studies, Public Administration, Defence and Strategic Studies, Security Studies, History, Economics, Law or Geography from an Indian University, or an equivalent degree from an accredited foreign university. He/She should have cleared UGC-NET Exam in any of the above subject. Relaxation in marks and grade will be given to the candidates belonging to the reserved categories as per the Government of Gujarat norms. 2. Minimum three years' experience of teaching and / or conducting research in the concerned subject in a higher education institution or a research institution or a think tank or an NGO. It is mandatory to furnish the evidence of experience in conducting research and / or teaching. **Desirable**: 1. Ph.D. or M.Phil. degree in the subjects listed above. 2. Knowledge of research methodologies and techniques relevant for policy research and international studies. 3. Excellent data collection and data analysis skills. 4. Proven skills in basic computer software and applications. 5. Command over written and verbal English.
C	Salary	Rs.35000/-p.m. net
D	Duration of Appointment	11 months

Job Description of Junior Research Fellow and Senior Research Fellow:

- Conducting small and minor research project, independently or under the guidance of others, as directed by the Director / Joint Director and within the laid down guidelines.

- Planning and execution of the academic programmes of the Institute including workshops and seminars, awareness campaigns, publications, liaison with research and academic institutions, students' activities etc.

- Handling necessary administrative paperwork and other documentation relating to projects and research activities.

- Create research summaries in multiple formats, including spreadsheets, PowerPoint presentations, graphs and standard, written summaries

- Write and prepare reports, briefs, monographs etc. as directed by the Director / Joint Director

- Plan and execute the social media and digital outreach strategies for disseminating identified content and programmes of the Institute.

- Assist the Director / Joint Director in the conduct of the Institute' projects and activities

3	Name of Post	**Temporary Administrative Officer**
A	Number of Post	**01(One)**
B	Educational and other Qualifications and Experience required for Recruits	Master Degree with at least 50% of marks or equivalent grade in the seven-point scale as per UGC norms in any discipline from recognized University and 2 year of relevant experience in University/College of similar nature. Knowledge of Computer Applications (word/excel/Power point etc.) is mandatory. Candidate must have good command of English Language for correspondence. **OR** Master Degree with at least 55% of marks or equivalent grade in the seven-point scale as per UGC norms in any discipline from recognized University. Knowledge of Computer Applications (word/excel/Power point etc.) is mandatory. Candidate must have good command of English Language for correspondence
C	Salary	Rs.15000/- p.m. net
D	Duration of Appointment	11 months

Job Description:
- Administrative Officer shall offer his/her services under the direct supervision, overall guidance and control of the Director, Joint Director and Co-ordinator.
- Administrative Officer shall be expected to support the Director, Joint Director and Co-ordinator to co-ordinate various ongoing e-Governance projects, Digital University frame-works, and shall also help in the activities of the AIPRIS.
- He /She shall be expected to carry out activities as per the directive of the Director, Registrar and or Vice-Chancellor, as deemed fit as per requirement from time-to-time.
- He / She will liaising work within AIPRIS and Government of Gujarat under the direction of Director and Joint Director.

4	Name of Post	**Temporary Clerk-cum-Data Entry Operator**
A	Number of Post	**01(One)**
B	Educational and other Qualifications and Experience required for Recruits	Any graduate with 50% of marks, Basic Computer training with minimum of 25 w.p.m. typing speed training in accounting and tally. Knowledge of Computer Applications (word/excel etc.) is mandatory
C	Salary	Rs.9600/- p.m. net
D	Duration of Appointment	11 months

Job Description:

- He /She shall perform any given task related to management of Lord Bhikhu Parekh Library, Official correspondence and provide assistance to Programme Officer (Administration).
- He /She shall perform any given task related to the routine office work under the direction of Director, Joint director and Programme Officer (Administration).

5	Name of Post	**Temporary Peon-cum-Sweeper**
A	Number of Post	**02(Two)**
B	Educational and other Qualifications and Experience required for Recruits	10th Pass and must have knowledge of Gujarati and Hindi language.
C	Salary	Rs.8400/- p.m. net
D	Duration of Appointment	11 months

II. For Shri Sayaji Pratisthan

1	Name of Post	**Temporary Research Associate**
A	Number of Post	**02(Two)**
B	Educational and other Qualifications and Experience required for Recruits	1. Master Degree with at least 50% of marks in History/Political Science/Sociology/English/Hindi/Gujarati. 2. Computer Literacy and working knowledge of MS Office, Excel. 3. Good Communication and writing skill in English/Hindi/Gujarati
C	Salary	Rs.15000/- p.m. net
D	Duration of Appointment	11 months

III. For Smt. Hansa Mehta Library

1	Name of Post	**Temporary Programme Officer**
A	Number of Post	**02(Two)**
B	Educational and other Qualifications and Experience required for Recruits	55% in Master of Library Information Science & desirable qualification of Diploma in Computer Application or Computer Proficiency. Job Description: Has to perform any given task related to Management of Smt. Hansa Mehta Library & Other Libraries under the Library System, Website Maintenance, Official Correspondence and provide assistance to Office of the University Librarian.
C	Salary	Rs.21000/- p.m. net
D	Duration of Appointment	11 months

IV. For Computer Centre

1	Name of Post	**Temporary System Designer** **(11 Month)**
A	Number of Post	01 [One]
B	Educational and other Qualifications and Experience required for Recruits	1. BE (Computer Engineering) / BE (Information Technology) / MCA with 12 Years of Experience of software Development.
C	Function	Development & Design of MSUIS and University portal. Needs to work of programming model and programming software. Coordination with the team members. To follow and execute the instruction given by Hon. Vice Chancellor, Registrar and Director- Computer Centre.
D	Remuneration	Rs.50,000/- per month net

2	Name of Post	**Temporary Team Leader** **(11 Month)**
A	Number of Post	01 [One]
B	Educational and other Qualifications and Experience required for Recruits	1. BE (Computer Engineering) / BE (Information Technology) / MCA with 7 Years of Experience of software Development.
C	Function	• Needs to work on Development of MSUIS programming. Daily work report needs to be submitted to the Authorities. • Need to help and coordinate with programmers and S/W developers. • Need to resolve the error's and provide the desired solution in a time frame. • To follow and execute the instruction given by Hon. Vice Chancellor, Registrar and Director- Computer Centre.
D	Remuneration	Rs.40,000/- per month net

3	Name of Post	**Temporary Sr. Programmer**

		(11 Month)
A	Number of Post	02 [Two]
B	Educational and other Qualifications and Experience required for Recruits	1. BE (Computer Engineering) / BE (Information Technology) / MCA with 4 Years of Experience of software Development.
C	Function	• To work for any task of Software Development and Management given by the authorities. • Need to prepare development reports and help in Software Programming. • Development of Web application / Mobile Application using .Net Technologies / Android / IoS or similar Technologies • To follow and execute the instruction given by Hon. Vice Chancellor, Registrar and Director- Computer Centre.
D	Remuneration	Rs.35,000/- per month net

4	**Name of Post**	**Temporary Software Developer** **(11 Month)**
A	Number of Post	06 [Six]
B	Educational and other Qualifications and Experience required for Recruits	1. BE (Computer Engineering) / BE (Information Technology) / MCA with 2 years of Experience of Software Development.
C	Function	• Perform the S/W development task also deal with database design task given by the authorities. • Needs to develop the modules in given time frame. • Development of Web application / Mobile Application using .Net Technologies / Android / IoS or similar Technologies

B		• To follow and execute the instruction given by Hon. Vice Chancellor, Registrar and Director- Computer Centre.
D	Remuneration	Rs.30,000/- per month net

5	**Name of Post**	**Temporary Program Officer** **(11 Month)**
A	Number of Post	02 [Two]
B	Educational and other Qualifications and Experience required for Recruits	Master Degree in any branch with good experience of Management & Communication. Good Knowledge of MS Word, Power point & Excel is desired.
C	Function	• Total documentation of software Design and Implementation. • Need to work in coordination with the authorities. • Need to manage the work details of all staff members. • Need support and obey the instructions resaved from the authorities. • To follow and execute the instruction given by Hon. Vice Chancellor, Registrar and Director- Computer Centre.
D	Remuneration	Rs.21,000/- per month net

6	**Name of Post**	**Temporary Data Entry Operator** **(11 Month)**
A	Number of Post	02 [Two]
B	Educational and other Qualifications and Experience required for Recruits	Bachelor Degree in any branch with good experience of Management & Communication. Good Knowledge of MS Word, Power Point & Excel is desired.
C	Function	• To perform the data Entry. • To prepare documents and presentation.
D	Remuneration	Rs.12,000/- per month net

7	**Name of Post**	**Temporary Peon** **(11 Month)**
A	Number of Post	02 [Two]
B	Educational and other Qualifications and Experience required for Recruits	10th Pass
C	Function	• To perform the assigned task time to time as instruction by the authorities.
D	Remuneration	Rs.10,000/- per month net

V. For University Office:

1	Name of Post	**Temporary Accounts Clerk**
A	Number of Post	7 [Seven]
B	Educational and other Qualifications and Experience required for Recruits	B.Com. with 50% of marks and Training in Accounting & Tally with one year working experience in a reputed institution.
C	Salary	Rs.9460/- Fix per months (For 11 Months basis)
2	Name of Post	**Temporary Data Entry Operator**
A	Number of Post	10 [Ten]
B	Educational and other Qualifications and Experience required for Recruits	Any Graduate with 50% of marks. Basic Computer training with minimum of 25 w.p.m. typing speed with one year working experience in a reputed institution.
C	Salary	Rs.9460/- Fix per months (For 11 Months basis)

VI. Faculty of Management Studies (HPP Programme)

4	Name of Post	**Temporary Computer Lab Assistant**
A	Number of Post	**01(One)**
B	Educational and other Qualifications and Experience required for Recruits	Diploma in Computer/Information Technology with Knowledge of Computer Maintenance OR BCA OR Essential Higher Qualifications with Knowledge of Computer maintenance
C	Salary	Rs.15000/- p.m. net
D	Duration of Appointment	11 months

Important Points:

(i)   The candidate shall be required to submit his/her candidature online latest by 31/07/2020 on or before 5:30 P.M. on http://cc.msubaroda.ac.in/RecAdminstaff

(ii) Candidate should possess the required Essential educational qualifications as well as relevant and specific experience as per Point (ii) hereinabove on the last date of submission of Online Application.

(iii) It shall be the responsibility of the candidate to assess his/her own eligibility in accordance with the prescribed Educational qualifications, relevant and specific experience, etc. as per Point (ii) hereinabove, and submit his/her candidature duly filled-in, along with the desired information and Documents and Certificates as per this Notification.

(iv) 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.

(v)   The candidate shall bring all original certificates relating to his/her age, Educational qualifications, Past experience, etc. at the time of personal interaction.

(vi) 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.

(vii) Following online application form fee 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.

Sr.No.	Post	Application Fees for all, except for SC/ST candidates	Application Fees for SC/ST Candidates
1	System Designer, Team Leader, Senior Programmer, Program Officer, Senior Research Fellow, Junior Research Fellow, Research Associate, Computer Lab Assistant, Administrative Officer	Rs.1000/-	Rs.250/-
2	Data Entry Operator, Accounts Clerk, Peon, Sweeper	Rs.400/-	Rs.100/-

(viii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason or postpone or to fill in the less number of Posts at its discretion depending upon the requirement of the University.

(ix) The decision of the competent authority shall be final.

(x) The candidates shall be required to appear in the personal interaction at his/her own expenses.

(xi) 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 application.

(xii) A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Socially and Economically Backward Classes (SEBC), (Non-creamy Layer)/Differently able ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

(xiii) If the number of candidates/applicants possessing minimum Qualifications is large, The Maharaja Sayajirao University of Baroda reserves the right to adopt suitable mode for evaluation to short-list the eligible candidates/applicants for the purpose of conducting Screening Test etc. and Personal Interview as the case may be.

Place: Vadodara   Dr. K. M. Chudasama
Dated: 13/07/2020   Registrar (Officiating)