



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

**Vadodara – 390 002, Gujarat, India.**

Accredited Grade 'A' by NAAC

**NOTIFICATION : No. ADE 10/16/2020-2021**

The Maharaja Sayajirao University of Baroda invites 'Online applications' for Non-Teaching Officers' Cadre Post as under:

- |                                 |                                  |                                    |
|---------------------------------|----------------------------------|------------------------------------|
| <b>1. Joint Registrar</b>       | <b>2. Chief Accounts Officer</b> | <b>3. University Engineer</b>      |
| <b>4. Medical Officer (MD)</b>  | <b>5. Medical Officer (MBBS)</b> | <b>6. Public Relations Officer</b> |
| <b>7. Documentation Officer</b> | <b>8. System Engineer</b>        | <b>9. Programmer</b>               |
| <b>10. Computer Programmer</b>  |                                  |                                    |

Eligibility criteria and other general terms and conditions with other details can be downloaded from website [www.msubaroda.ac.in](http://www.msubaroda.ac.in). The candidate shall be required to apply only online up to 24-7-2020 till 5.30 P.M at: <http://cc.msubaroda.ac.in/RecAdminStaff/>. The downloading of online application will start on 07-07-2020 after 11.30 A.M onwards.

Place: Vadodara

Date: 07-07-2020

Dr. K. M. Chudasama

Registrar (Officiating)



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (1) Joint Registrar: (1 Post Un-Reserved)

(Level-11, Minimum Pay ₹. 67700 as per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR. MSU-1217-130-KHR Dt. 20-09-2017)

#### i. Qualifications:

A full time Master degree in any discipline with at least 55% of marks (or an equivalent Grade in a seven point scale wherever grading system is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956; Preference will be given to the Candidate having Master Degree in Business Administration

**AND**

Bachelor Degree in Law/Labour Law or Post Graduate Diploma in Law/Labour Law of the University established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956.

#### ii. Experience:

At least 12 years of experience as Assistant Professor in the Academic Grade Pay (A.G.P.) of ₹.6000 (in 6<sup>th</sup> Pay) and above along with experience in educational administration

**OR**

Comparable experience in research establishment and/ or other institutions of higher education

**OR**

At least 9 years' of relevant Administrative/ Managerial experience in the capacity of the Post of Assistant Registrar in the Educational Institution or Equivalent Administrative/ Managerial /Officer level Post (i.e. in the Post having minimum ₹. 5400/- Grade Pay as per 6<sup>th</sup> pay commission) in State Government/ Central Government / Semi Government / Public Sector Unit/Government Grants-in-Aid Organization/Government Undertaking Organization/ Board.

#### Note:

Out of 9 years' of total experience at least 5 years' should be in the Cadre of Assistant Registrar from the reputed University.

- iii. Have passed the qualifying examinations for computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
- iv. Possesses adequate knowledge of Gujarati or Hindi or both and English.
- v. Age limit: For Direct Recruitment not more than 40 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (2) Chief Accounts Officer: (1 Post Un-Reserved)

(Level-11, Minimum Pay ₹.67700 as per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR.MSU-1217-130-KHR Dt. 20-09-2017)

#### i. Qualifications:

A Chartered Accountant (C.A.) or Cost and Works Accountants (I.C.W.A.)/Cost and Management Accountant (C.M.A) obtained from any of the institutions established or incorporated by or under the Central Act of India.

- ii. At least three years' of experience (after obtaining the above-mentioned qualification) of the work related to Accounts and Audit in the Government / Government Undertaking / Board / Corporation / Local Bodies / University / Banking Organization established by law / Company Registered under the Company Act 2013/ Chartered Accountants Firm.

**OR**

At least 6 years' of experience as an Assistant Professor in the A.G.P. of ₹ 6000 (in 6<sup>th</sup> Pay) and above, along with experience in Educational Administration

**OR**

Comparable experience in research establishment or other institutions of higher education and Learning.

- iii. Have passed the qualifying examination for computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
- iv. Possesses adequate knowledge of English and preferably Hindi too.
- v. S/he should have proficiency in Gujarati language.
- vi. Age limit: For Direct Recruitment not more than 40 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (3) University Engineer: (1 Post Un-Reserved)

(Level-11, Minimum Pay ₹.67700 as per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR.MSU-1217-130-KHR Dt. 20-09-2017)

#### i. Qualifications:

Bachelor's/Master's Degree in Civil Engineering or B.Tech/M. Tech (Civil) from recognized University OR Equivalent with at least 55% of the marks (or an equivalent Grade in a seven point scale wherever Grading System is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956;

#### ii. Three years' of experience in the relevant field from CPWD/State Government PWD services OR Similar organized services /Semi Government /PSU/Statutory OR Autonomous organization/University System

OR

Candidate having Three years' of experience of building construction, planning, supervision, R.C.C. designing, maintenance and repair work of buildings, roads ,garden and also of repair and maintenance of essential services like water supply, drainage etc.

#### Note:

Relaxation of two years in the aforesaid experience will be given to those possessing Master's degree in Civil Engineering/M. Tech in Civil Engineering and having knowledge of execution of Construction Work in the State Government/ PSU/ Semi Government/ University System.

#### iii. Desirable:

Experience in construction of projects of multi storey buildings and have experience in Planning /Estimation/Tendering as per the CPWD/PWD norms. Good knowledge of CPWD Manuals, preparation/checking of estimates, drawings structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.

Knowledge of Computer Aided Design (CAD) and latest Management Technology/Other relevant software

#### iv. Have passed the qualifying examination for computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

#### v. Possesses adequate knowledge of Gujarati or Hindi or both and English.

#### vi. Age limit: For Direct Recruitment not more than 45 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (4) Medical Officer (MD): (1 Post Un-Reserved)

(Level-11, Minimum Pay ₹. 67700 as Per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR. MSU-1217-130-KHR Dt. 20-09- 2017)

#### i. Qualifications:

Possesses a degree of Bachelor of Medicine and Bachelor of Surgery(MBBS) and Post Graduate degree in Medicine obtained from any of the Universities established or incorporated by or Under the Central or State Act in India; or any other Educational Institution recognized as such or declared to be deemed as a University Under Section 3 of the University Grants Commission Act,1956; Or Possesses an equivalent qualification specified in the first or second Schedule to the Indian Medical Council Act,1956.

#### Note:

The Candidate shall be required to get himself/herself registered under the Gujarat Medical Council Act, 1967 at the time of appointment, if he/she is not so registered.

- ii. At least 5 years' experience (after obtaining Post Graduate qualification) in clinical work and administration of a Government hospital/General Hospital/Health Centre or Dispensary under the Grants-in-Aid institution.
- iii. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
- iv. Possesses adequate knowledge of Gujarati or Hindi or both and English.
- v. **Age limit:** For Direct Recruitment not more than 50 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (5) Medical Officer (MBBS): (1 Post Un-Reserved)

(Level-9, Minimum Pay ₹. 53100 as per pay matrix) As per 7<sup>th</sup> Pay Commission GOG GR. Dt. 20-09-2017

#### i. Qualifications:

Possesses a Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) degree obtained from any of the Universities established or incorporated by or Under the Central or State Act in India; or any other Educational Institution recognized as such or declared to be deemed as a University Under Section 3 of the University Grants Commission Act, 1956; Or Possesses an equivalent qualification specified in the first or second Schedule to the Indian Medical Council Act, 1956.

#### Note:

The Candidate shall be required to get himself/herself registered under the Gujarat Medical Council Act, 1967 at the time of appointment, if he/she is not so registered.

- ii. At least three years' of clinical experience of working in Hospital/ Health Centre/ Dispensary of State Government/Central Government/PSU/General Hospital under the Grants-in-Aid institution.
- iii. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
- iv. Possesses adequate knowledge of Gujarati or Hindi or both and English.
- v. **Age limit:** For Direct Recruitment not more than 35 years



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (6) Public Relations Officer: (1 Post Un-Reserved)

(Level-11, Minimum Pay ₹. 67700 as per pay matrix) As per 7<sup>th</sup> Pay Commission GOG GR. Dt. 20-09-2017

#### i. Qualifications:

A full time Master degree with at least 55% of the marks (or an equivalent Grade in a seven-point scale wherever Grading System is followed as per UGC norms) in Journalism & Mass communication/Communication studies

OR

Master degree in any discipline with at least 55% of the marks (or an equivalent Grade in a seven-point scale wherever Grading System is followed as per UGC norms)

And Preferably Post Graduate Diploma in Journalism & Mass communications/Public Relations from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

- ii. At least five years' of experience as Public Relation Officer in any University/State Government/Central Government/PSU/Research institutions or equivalent in the G.P. of ₹.5400 (in 6<sup>th</sup> Pay) and knowledge of publication/public relation/printing and publicity, digitization and documentation of similar nature is preferable.
- iii. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
- iv. Possesses adequate knowledge of Gujarati or Hindi or both and English
- v. **Age limit:** For Direct Recruitment not more than 40 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (7) Documentation Officer: (1 Post Un-Reserved)

(Level-9, Minimum Pay ₹. 53100 as per pay matrix) as per 7<sup>th</sup> Pay Commission GOG GR. Dt. 20-09-2017.

#### i. Qualifications:

Master's degree in any Social Science with at least 55% of the marks (or an equivalent Grade in a seven-point scale wherever Grading System is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956;

ii. At least Five years' of experience in Research Institute/University/State Government/Central Government/PSU in G.P. of ₹.4600 or holding equivalent post.

Knowledge of automation software/digital operation, documentation is desirable

iii. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

iv. Possesses adequate knowledge of Gujarati or Hindi or both and English.

v. **Age limit:** For Direct Recruitment not more than 40 years.





## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (8) System Engineer: (1 Post Un-Reserved)

(Level-11, Minimum Pay ₹. 67700 as per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR. Dt. 20-09-2017)

#### i. Qualifications:

Full time M.C.A.OR M. Tech./M.E degree in Computer Engineering/Information Technology with at least 60% of the marks (or an equivalent Grade in a Seven point scale wherever Grading System is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

And

At least eight years' of relevant experience (in Software Development/Data Analytics/Project Management/Programming/Testing) in the field of Computer Technology or Communication Technology or Information Technology in any Organization of Government or PSU or Grants-in-Aid institutions or corporate, established by law / Company registered under the Company Act 2013 in the field of Information Technology

**OR**

Full time B. Tech/B.E degree in Computer Engineering/Information Technology with at least 60% of the marks (or an equivalent Grade in a seven-point scale wherever grading system is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

And

At least Ten years' of relevant experience in the field of Computer Technology or Communication Technology or Information Technology in any Organization of Government or PSU or Grants-in-Aid institutions or Corporate, established by law / Company registered under the Company Act 2013 in the field of Information Technology.

ii. Have passed the qualifying examination for computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.

iii. Possesses adequate knowledge of Gujarati or Hindi or both and English.

iv. **Age limit:** For Direct Recruitment not more than 40 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (9) Programmer: (1 Post Un-Reserved)

(Level-10, Minimum Pay ₹. 56100 as per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR. Dt. 20-09-2017)

#### i. Qualifications:

Full time M.C.A OR M. Tech/M.E degree in Computer Engineering/Information Technology with at least 60% of the marks (or an equivalent Grade in a Seven point scale wherever Grading System is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

**OR**

Full time B. Tech/B.E degree in Computer Engineering/Information Technology with at least 60% of the marks (or an equivalent Grade in a seven-point scale wherever Grading System is followed as per UGC norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

**And**

- ii. At least five years' of relevant experience in case of the candidate having Master degree as desired above and 7 years of relevant experience in case of the candidate having Bachelor degree as desired above in the field of Computer Technology or Communication Technology or Information Technology in any Organization of Government or PSU or Grants-in-Aid institutions or corporate, established by law / Company registered under the Company Act 2013 in the field of Information Technology.
- iii. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time
- iv. Possesses adequate knowledge of Gujarati or Hindi or both and English.
- v. **Age limit:** For Direct Recruitment not more than 40 years.



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

### (10) Computer Programmer: (1 Post Un-Reserved)

(Level-9, Minimum Pay ₹.53100 as per pay matrix, As per 7<sup>th</sup> Pay Commission GOG GR. Dt. 20-09-2017)

#### i. Qualifications:

Full time M.C.A. OR M. Tech/M.E degree in Computer Engineering/Information Technology with at least 55% of the marks (or an equivalent Grade in a seven-point scale wherever Grading System is followed as per U.G.C. norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

**OR**

Full time B. Tech/B.E degree in Computer Engineering/Information Technology with at least 55% of the marks (or an equivalent Grade in a seven-point scale wherever Grading System is followed as per U.G.C. norms) from any of the university established or incorporated by or under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a university under Section 3 of the University Grants Commission Act, 1956

and

- ii. At least three years' of relevant experience in case of the candidate having Master degree as desired above and five years' of relevant experience in case of the candidate having bachelor degree as desired above in the field of Computer Technology or Communication Technology or Information Technology in any Organization of Government or PSU or Grants-in-Aid institutions or corporate, established by law / Company registered under the Company Act 2013 in the field of Information Technology.
- iii. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time
- iv. Possesses adequate knowledge of Gujarati or Hindi or both and English.
- v. **Age limit:** For Direct Recruitment not more than 40 years.



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**  
**NOTIFICATION NO.: ADE09/01/2020-2021**

**PREREQUISITE TO APPLY AND SUBMIT ONLINE APPLICATION FORM FOR**  
**NON-TEACHING OFFICERS' CADRE POSTS**

The Maharaja Sayajirao University of Baroda, Vadodara accredited with Grade “A” by NAAC in December, 2016 invites Applications for the various following Non-Teaching Officers' Cadre Posts:

- |                                 |                                  |                                    |
|---------------------------------|----------------------------------|------------------------------------|
| <b>1. Joint Registrar</b>       | <b>2. Chief Accounts Officer</b> | <b>3. University Engineer</b>      |
| <b>4. Medical Officer (MD)</b>  | <b>5. Medical Officer (MBBS)</b> | <b>6. Public Relations Officer</b> |
| <b>7. Documentation Officer</b> | <b>8. System Engineer</b>        | <b>9. Programmer</b>               |
| <b>10. Computer Programmer</b>  |                                  |                                    |

1. The Eligible and interested Applicants/Candidates shall be required to “Apply Online” **only** in the format available on the official Website of the Maharaja Sayajirao University of Baroda, Vadodara.
2. General ‘Norms, Terms and Conditions etc.’ concerning Minimum Educational Qualifications and Eligibility Criteria and various other details can be downloaded from website <http://cc.msubaroda.ac.in/RecAdminStaff/> and/or <http://msubaroda.ac.in>
3. The Interested candidate has to apply online and confirm submission of his/her application on or before Monday, 24<sup>th</sup> July, 2020, till 5:30 P.M. at: <http://cc.msubaroda.ac.in/RecAdminStaff/>
4. Candidates/Applicants are advised to go through the ‘Eligibility Criteria’ carefully before filling up the online application form.
5. Candidate has to first register themselves for submitting his or her online application for the Non-Teaching Posts.
6. Once candidate has applied and confirmed his/her application form online, the candidate shall **NOT** be permitted to edit anything in the application form and only Confirm application will be considered for the further process of the recruitment. Unconfirmed and incomplete applications shall **NOT** be considered under any circumstances.
7. Valid Mobile Number and e-Mail Id shall be compulsorily required for ‘Registration’ to fill in and submit online application form as well as also for receiving all future communications.
8. Valid Mobile Number is compulsorily also required to receive SMS based Notifications/Communications related to the online application; Login details etc.
9. The application fees shall be required to be paid through online mode only (Net Banking, Credit Card, ATM-Cum- Debit card etc.). Google Pay / Wallet Payment is **NOT** preferred.

10. Access to an online payment facility/service such as Net Banking, Credit card, ATM-Cum-Debit Card shall be required for making online payment of application Fee. (\*Due to payment issues Payment through Google Pay is not preferred )
11. A recent scanned Passport Sized Colour Photograph of 3.5 x 3.5 cms (Avoid White/ Light Background) of candidate in JPG,JPEG & PNG format only having 80% coverage of face (the digital size of the file must be up to 50 KB and resolution 200 pixels X 230 pixels shall be preferred).
12. Scanned Signature of candidate/applicant using Blue/Black Pen on White Sheet in JPG,JPEG & PNG format only (the digital size of the file must be up to 50 KB and resolution 140 pixels X 60 pixels shall be preferred).
13. The candidate/applicant shall be required to upload scanned copies of Educational Qualifications, Mark Sheets, Degree Certificates, Experience Certificate etc. and all other such latest and relevant documents/certificates to substantiate his or her claim in fulfillment of Eligibility Criteria and justification of his/her candidature in PDF format only (The digital size of the PDF file must be up to 512 KB only).
14. Bank charges towards the Online Payment Service as applicable will be required to borne by the concerned candidate/applicant only.
- 15. The Maharaja Sayajirao University of Baroda has decided to give choice to shortlisted candidates by the scrutiny committee to appear before the Selection Committee for the Personal Interview online or offline. Therefore, it is compulsory for the candidate to clearly mention his/her choice of whether he/she would like to face either Offline Personal Interview or Online Personal Interview.**
16. University ordinarily would not permit the candidate to change the option of Offline Personal Interview or Online Personal Interview once opted by the candidate himself or herself.
17. All Information / Notifications / Interview call letters etc. to eligible candidates will be available only in concerned candidate's individual user account at <http://cc.msubaroda.ac.in/RecAdminStaff/>
18. The University shall not be held responsible in any way if due to technical reasons if candidate/applicant fails to appear online before the selection committee in the time slot that would be conveyed to the concerned short-listed Candidate(s)/Applicant(s) only with various other necessary details to facilitate conduct of an online interview as the case may be.
19. Any Corrigendum /Addendum for any further information and or update shall be uploaded only on the Website of the Maharaja Sayajirao University of Baroda, Vadodara and/or <http://cc.msubaroda.ac.in/RecAdminStaff/>

**Place: Vadodara**  
**Date: 07-07-2020**

**Dr. K. M. Chudasama**  
**Registrar (Officiating)**



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA  
Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

NOTIFICATION NO. ADE10/16/2020-2021 Dated: 07-07-2020

**GENERAL TERMS AND CONDITIONS APPLICABLE TO  
NON-TEACHING OFFICERS' CADRE POSTS**

The Maharaja Sayajirao University of Baroda, Vadodara accredited with Grade “A” by NAAC in December, 2016 invites Applications for the various following Non-Teaching Officers' Cadre Posts:

- |                                    |                           |                        |
|------------------------------------|---------------------------|------------------------|
| 1. Joint Registrar                 | 2. Chief Accounts Officer | 3. University Engineer |
| 4. Medical Officer (MD)<br>Officer | 5. Medical Officer (MBBS) | 6. Public Relations    |
| 7. Documentation Officer           | 8. System Engineer        | 9. Programmer          |
| 10. Computer Programmer            |                           |                        |

The candidate/applicant should note the following Terms and conditions:

1	Fully eligible and interested Candidate(s)/Applicant(s) only may apply online at the University website <a href="http://cc.msubaroda.ac.in/RecAdminStaff/">http://cc.msubaroda.ac.in/RecAdminStaff/</a>
2	Applications through any other mode, except online, will not be accepted/considered.
3	The Candidate(s)/Applicant(s) must upload Photograph, Signature, copies of essential Educational Qualifications, Fulfillment of Eligibility Criteria, Experience, Proof of Date of Birth, Copy of Valid Caste/PwD/EWS Certificate (as applicable) duly self-attested, No Objection Certificate (NOC) from the present employer (if employed), etc. without fail.
4	The Candidate(s)/Applicant(s) should meet the minimum eligibility criteria and shall be required to provide information which he/she possesses as <b>on the last date of submission of the online application</b> as per this Notification.
5	Candidate(s)/Applicant(s) who has not acquired/will not acquire the Educational Qualifications as on the closing date of submission of online application as mentioned in this Notification, will not be considered eligible and he/she need not apply.
6	No updating of Educational Qualifications and experience will be entertained after the last due date of the submission of online application.
7	Before applying, the candidates are expected to ensure that he/she fulfils the eligibility criteria and various other norms, terms and conditions as mentioned in this Notification.

8	<p>The online application form fee is ₹1000/- (<b>₹250 for SC/ST/SEBC/EWS Candidates</b>) that is required to be paid using Credit/Debit Card, or Online Banking only.</p> <p>This aforesaid form fee shall not be accepted in Cash, through Money Order or Postal Order or through any other financial instrument except Credit/Debit Cards.</p> <p>Person with Benchmark disability (PwBD) is totally exempted from payment of prescribed application form fees upon submission of the relevant Disability Certificate issued by the competent authority as per the Policy of Government of Gujarat.</p> <p><b>The online applications processing fee is non-refundable, and no enquiries shall be entertained in this regard by the Maharaja Sayajirao University of Baroda (MSUB), Vadodara.</b></p>
9	<p>Candidate(s)/Applicant(s) are advised to upload online applications on the Recruitment Portal of the MSUB <b>well in advance</b> without waiting for the last date to avoid any kind of delays, technical errors etc. due to the unforeseen events or circumstances.</p>
10	<p>The MSUB shall not be responsible for any network problem or any other technical related issues while applying online.</p>
11	<p>The MSUB shall not be responsible for any loss of e-Mail, loss of any communication due to wrong address as provided by the candidate(s)/applicant(s).</p>
12	<p>It is compulsory to fill Separate online application for each of the Notified post.</p>
13	<p>Candidate(s)/Applicant(s) who have been awarded degrees from foreign Universities should enclose '<b>Equivalence Certificate</b>' issued by the Association of Indian Universities, New Delhi.</p>
14	<p>The MSUB reserves the right to require equivalence certificate for various degrees from any of the applicant.</p>
15	<p>The candidate(s)/applicant(s) should have obtained his or her degree of Graduation, Post-Graduation etc or equivalent degree from a recognized university/institution as approved and recognized by the UGC/ACTE/PCI etc. as per the Regulations of such other Statutory Bodies, Councils etc., and subsequent amendments, if any shall be applicable as amended from time to time.</p>
16	<p>Grade point which is on a scale of seven, following mechanism shall be referred to ascertain equivalent marks in percentages (<b>Please Refer Annexure I</b>).</p>
17	<p>The candidate(s)/applicant(s) for the posts advertised have to keep a set of application with documents duly photocopied with him/her for record and the same shall be required to be submitted as and when required alike at the time of verification of document/Screening Test etc. Personal interview, if shortlisted/selected as the case may be.</p>

18	The Candidate(s)/Applicant(s) must indicate his/her caste/category in the application column of the application form (SC, ST, UR, SEBC, EWS etc). <b>Leaving the caste field blank would not automatically be assumed as an application for Un-Reserved Category and the application will not be considered and it will be summarily rejected.</b>
19	<b>Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained. NO representation in this regard will be entertained.</b>
20	In case of any difficulty while submitting online application, the Candidate(s)/Applicant(s) may contact only via e-mail at: <a href="mailto:recruitment-ntofficers@msubaroda.ac.in">recruitment-ntofficers@msubaroda.ac.in</a> for software/technical support and general information up to closing date of filling up and submission of online application. It may be noted that the queries other than online application will not be entertained at all.
21	The Candidate(s)/Applicant(s) should note that Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an Equivalent Certificate available on the date of submission of application will only be accepted by the MSUB for determining the age-eligibility and no subsequent request for its change will be considered or granted.
22	Those Candidate(s)/Applicant(s) who are already in service in Government/Autonomous Bodies/PSUs, etc. should upload the NOC online OR may produce the same at the time of selection process along with Vigilance Clearance and Integrity Certificate.
23	The Candidate(s)/Applicant(s) applying for the posts where experience is prescribed and if she/he is serving/has served in <b>Public Sector undertakings/Corporate Institutions of repute</b> shall upload relevant years of <b>Form 16 and salary slips (first i.e. joining and last i.e. relieving)</b> along with details of work experience, to arrive at the equivalence of the experience, failing which claim of experience will not be considered/entertained.
24	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 eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.



25	Persons with disability (PwD) having disability less than forty percent will not be considered. The disability certificate shall be from a competent medical board constituted by the central or state Government Hospital. Therefore, such persons should meet the prescribed criteria of physical disability of the respective category as per the Govt. of India rules.
26	The Economically Weaker Section (EWS) candidates/applicants will be required to upload a valid certificate for the purpose of reservation in appointment to posts under Government of Gujarat from a competent authority.
27	The Socially and Economically Backward Class (SEBC)-Non-Creamy Layer candidates will be required to upload a Valid Caste Certificate for purpose of reservation in appointment to posts under Government of Gujarat from a competent authority along with <b>latest Non-Creamy Layer Certificate and self-declaration as per Annexure that he/she does not belong to the creamy layer</b> as on the closing date of submission of applications.
28	The Candidate(s)/Applicant(s) should not have been found guilty by the any statutory authority or by his or her earlier Employer and should not have been convicted or trialled for any offense or misconduct or misbehaviour by any Court of Law and by any statutory authority.
29	The Candidate(s)/Applicant(s) who are already in service shall have to submit a <b>Certificate from the present employer</b> to the effect that no disciplinary proceeding is pending or contemplated against him/her.
30	The Candidate(s)/Applicant(s), who have obtained Degrees or Diplomas or Certificates for various academic programs from any Educational Institution/Bodies etc. which has been declared fake and or has been derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the Posts advertised by the University.
31	For the ease of verification of document, eligibility and screening of application form, candidates/applicants are advised to submit his/her online application along with supporting Documents, Certificates, Annexures, Enclosures etc. with proper pagination and index.
32	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.
33	The university reserves its right to assess/evaluate the ability of the candidate(s)/applicant(s) for Academic Administration, and his or her capacity to use the latest (information) technology, Software and Online Platforms/Portals, Enterprise Resource Planning (ERP) Software etc.
34	Mere possession of the prescribed qualifications and experience would not entitle a candidate to be called for the Screening Test etc. and online/personal Interview as the case may be.

35	Screening of applications shall be based on the provisions stipulated under the Maharaja Sayajirao University of Baroda Ordinances and as per the Service Rules and Regulations as stipulated by the Government of Gujarat in force and that shall be amended from time to time.
36	The MSUB shall display the Application Numbers of the Short-listed candidate(s)/applicant(s) for Screening Test etc. and Personal Interview on the website of the MSUB.
37	The MSUB will send e-Mails for Screening Test etc. and Personal Interview to the short-listed candidates only.
38	The Candidate(s)/Applicant(s) in their own interest are advised to check his or her enrolled e-Mail account for updates.
39	The Candidate(s)/Applicant(s) should also check university website for updates/corrigendum, if any. Issuance of notifications in the newspaper is not obligatory on the part of the MSUB, Vadodara.
40	The Candidate(s)/Applicant(s) in their own interest are advised to stay in touch with MSUB website: <a href="http://www.msubaroda.ac.in">www.msubaroda.ac.in</a> .
41	No Correspondence of any kind shall be entertained with candidate(s)/applicant(s) who are NOT short-listed to be called for Screening Test etc. and Personal Interview as the case may be.
42	No TA/DA or local conveyance shall be paid to shortlisted candidates/applicants called for Screening Test etc. and Personal Interview as the case may be.
43	Canvassing or bringing influence in any form shall disqualify the candidature for all post, which the person has applied.
44	The overall selection procedure for the selection shall incorporate methodology of analysis of the merits and credentials of the candidate(s)/applicant(s) based on the weightage given to the performance of the candidate(s)/applicant(s) in different relevant parameters and his/her performance.
45	The MSUB reserves the right to raise the Minimum Eligibility, Educational Qualifications, Experience, etc. in order to restrict the number of candidate(s)/applicant(s) to be called for Screening Test etc. and Personal Interview and reserves the right not to consider the application(s) without assigning any reason thereof as the case may be.
46	The MSUB reserves the right to fill in all the Non-Teaching Officers' Posts or alter the number of such Posts or even cancel the whole process of recruitment without assigning any reason thereof without issuing any notification as the case may be.

47	The decision of the University in all matters relating to Minimum Eligibility, Educational Qualifications, Experience etc. as well as acceptance and/or rejection of application (s), penalty for false or misleading information, mode of selection, conduct of off-line and online Personal interview, selection and appointment of Posts within the MSUB of candidates/applicants will be considered as final and binding on the candidates/applicants and no enquiry/correspondence will be entertained in this regard without assigning any reason thereof without issuing any notification as the case may be.
48	University reserves the right to alter/insert any corrections/additions in this Notification in the event of any typographical error etc. before the last due date of the submission of online applications, for which the candidate(s)/applicant(s) shall be required to go through and note necessary changes, if any, on the MSUB website ( <a href="http://www.msubaroda.ac.in">www.msubaroda.ac.in</a> ) as the case may be.
49	The University reserves the right to hold/not to hold Screening Test etc. and online and offline Personal Interview with the help of selection committee for any or all of the notified Post(s) of Non-Teaching Officers' of the MSUB, Vadodara.
50	The University reserves the right to fill up or not to fill in or to Postpone recruitment process for any or all of the notified Post(s) of Non-Teaching Officers' of the MSUB, Vadodara, without assigning any reason thereof and no notice in this regard will be issued without assigning any reason thereof and also without issuing any Notification as the case may be.
51	The MSUB will not enter into correspondence with the candidate(s)/applicant(s) about reasons for their non-selection in the recruitment process.
52	Appointment of selected candidate(s)/applicant(s) shall be subject to verification of Minimum Eligibility, Educational Qualifications, Experience etc. as well as verification of category, caste, character and antecedents from the concerned competent authorities and completion of other formalities as per the Handbook of the MSUB, Statutes, Ordinances as well as Syndicate Resolutions the MSUB, Vadodara and Service rules of the Government of Gujarat in force as the case may be.
53	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter and even after completion of appointment formalities by the MSUB, Vadodara and under such circumstances University reserves the right to modify/withdraw/cancel any communication made to the candidate(s)/applicant(s).

54	The MSUB, Vadodara shall verify Minimum Eligibility, Educational Qualifications, Experience etc. as well as verification of category, caste, character and antecedents and documents/certificates as submitted by candidate(s)/applicant(s) at any time, at the time of appointment or during the entire tenure of service at MSUB, Vadodara. In any case, if it is detected by the MSUB that the documents/certificates submitted by the candidate(s)/applicant(s) are fake, illegal, fraudulent etc. or the candidate(s)/applicant(s) has undesirable clandestine antecedents/background and has suppressed such information, his/her services shall be liable to be terminated immediately.
55	The Candidate(s)/applicant(s), who knowingly or wilfully furnish incorrect or false particulars or suppresses material information, will be disqualified and, if appointed, will be liable to dismissal from service without prior notice.
56	The service conditions of selected candidate(s)/applicant(s) shall be governed by the provisions of MSUB, 1949 Act, Statutes, Ordinances as well as Syndicate Resolutions the MSUB, Vadodara and Service rules of the Government of Gujarat in force as the case may be.
57	The selected candidate(s)/applicant(s) including in-service candidate/applicant shall be governed by rules/regulations/resolutions as prescribed specifically for maintaining the code of conduct of the employees of the MSUB and that of Government of Gujarat along with adherence of the Provisions of MSUB, 1949 Act, Statutes, Ordinances as well as Syndicate Resolutions the MSUB, Vadodara and Service rules of the Government of Gujarat in force and that shall be amended from time to time as the case may be.
58	Before the candidate/applicant is finally appointed in the MSUB, he/she shall be required to produce a medical certificate of physical fitness from the Health Centre of the MSUB, Vadodara.
59	The language of academic administration in the MSUB is English. However, knowledge of Gujarati language is essential and highly desirable. Those candidate(s)/applicant(s) who have not cleared Gujarati language as a subject at the SSC/HSC/Degree level, he/she shall be required to pass Gujarati proficiency test within a period of two years from his/her date of appointment.
60	The candidate(s)/applicant(s) should have preferably passed the Course on Computer Concept (CCC+) Examination as per the directives and prescribed rules of the Government of Gujarat, failing which he/she shall have to pass the CCC+ Examination during the period of his/her probation and shall be considered as pre-requisite for confirmation on the post on which he/she has been appointed by the university.
61	The candidate(s)/applicant(s) should have also preferably cleared Hindi language as a subject at the SSC/HSC/Degree level, he/she might be required to clear Hindi subject at the SSC/HSC as per the directives of the Government of Gujarat as the case may be.

62	The pay scale to be offered shall be as per 7 <sup>th</sup> Pay Commission vide Government of Gujarat Resolution Number: MSU-1217-130-KHR, Dt. 20-09-2017 along with other admissible allowances shall be subject to final approval of the Government of Gujarat as the case may be.
63	<p><b>The Maharaja Sayajirao University of Baroda reserves the right:</b></p> <ul style="list-style-type: none"> <li>• To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect;</li> <li>• To withdraw the Notification either partly or wholly at any time without assigning any reason to this effect;</li> <li>• To make any edition/deletion and changes in matter of terms and conditions as given in this Notification of recruitment, as directed by concerned authorities such as MHRD, New Delhi, and various other statutory bodies/councils, Government of Gujarat and Government of India from time to time</li> </ul>
64	<p>In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice Chancellor, the Maharaja Sayajirao University in all matter relating to Eligibility, Acceptance or rejection of Application, Mode of selection, Screening Test etc. and online/offline Personal Interview will be final.</p> <p>No query or correspondence will be entertained in this connection from any individual or his/her agency.</p>
65	Selected candidates/applicants can be posted in any Faculty/College/ Institute of the Maharaja Sayajirao University of Baroda.
66	<p><b>The Maharaja Sayajirao University of Baroda reserves the right to:</b></p> <ol style="list-style-type: none"> <li>i) Fix the criteria for screening the applications to reduce the number of candidates to be called for further selection process;</li> <li>ii) Conduct online interview of the candidate(s)/applicant(s) using suitable electronic/online platform/devices/facilities etc.</li> <li>iii) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect;</li> <li>iv) Not to fill up any of the advertised post/positions;</li> <li>v) Increase/decrease the number of vacancies on its own discretion;</li> <li>vi) Modify/withdraw/cancel any communication made to the candidate(s)/applicant(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter</li> <li>vii) Alter/insert any corrections/additions in the advertisement/website in the event of any typographical error etc. before the last date of receipt of applications. The candidates are advised to visit the University website regularly.</li> </ol> <p>The decision of the Competent Authority Maharaja Sayajirao University of Baroda would be final and binding in all respect and same shall NOT be challengeable in any court of law.</p>

67	Errors and omissions in this Notification and selection process are subject to corrections as per the Rules and Regulations of MHRD, New Delhi, and Government of Gujarat, and Government of India, in force and as amended from time to time and latest orders at the time of selection process would be applicable.
68	As per the MSU Act, 1949, Statutes, Ordinances and Rules of the MSUB, Vadodara, the appointing authority for all Non-Teaching Posts is Syndicate of the Maharaja Sayajirao University of Baroda.
69	The decision of The Maharaja Sayajirao University of Baroda shall be final and abiding to all concerned and in case of any legal dispute the jurisdiction in force shall be Vadodara, Gujarat State only.
<b>Format for No-Objection Certificate</b>	
<p>Applicants serving under Government, Quasi-Government, Public Sector Undertaking and Autonomous Organizations should apply through proper channel and submit the <b>No Objection Certificate</b> from their present employer as per following format:-</p> <p>Mr./Mrs./Ms. is working in this organization in the capacity as....._from.....to.....and the institution/ organization has no objection to his/her candidature being considered for the post of _____ applied by him/her in MSUB.</p> <p>Place: _____ Signature of Head of the Institution</p> <p>Date: _____ Name: _____</p> <p>Fax _____ Designation: _____</p> <p>E-mail: _____ Address: _____</p> <p style="text-align: right;"><b>(Office Seal)</b></p>	

**Place: Vadodara**  
**Date: 07-07-2020**

**Dr. K. M. Chudasama**  
**Registrar (Officiating)**

## ANNEXURE - I

### UGC REGULATIONS

<i>Grade</i>	<i>Grade Point</i>	<i>Percentage Equivalent</i>
'O' – Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C' – Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

### AICTE REGULATIONS

If a grade Point System is adopted the CGPA will be converted into equivalent marks as below\*.

<b>Grade Point</b>	<b>Equivalent Percentage</b>
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

### EDUCATION

<i>Grade Points</i>	<i>Description</i>	<i>% of marks</i>	<i>Grade</i>	<i>Percentage Equivalent</i>
10	Outstanding	90.1% < M < 100.0%	<b>O</b>	9.01-10.00
9	Excellent	80.1% < M < 90.0%	A	8.01-9.00
8	Very Good	70.1% < M < 80.0%	B	7.01-8.00
7	Good	60.1% < M < 70.0%	C	6.01-7.00
6	Fair	50.1% < M < 60.0%	D	5.01-6.00
5	Average	40.0% < M < 50.0%	E	4.00-5.00
4	Dropped	0.00% < M < 40.0%	F	<4.00

**Note:** Equivalent Percentage should be calculated from CGPA with only one decimal precision.

**Place: Vadodara**  
**Date: 07-07-2020**

**Dr. K. M. Chudasama**  
**Registrar (Officiating)**