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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. ADE10/9 of 2020-2021

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

The desirous candidate is required to apply online on or before 30<sup>th</sup> January 2021 till 5.30 P.M. at <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](http://www.msubaroda.ac.in).)

Vadodara

Dated: 12/01/2021

**Dr. K. M. Chudasama**

Registrar (Offg.)



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

QUALIFICATIONS				
Sr. No	Name of Post	Qualifications	No. of Posts	Gross Salary Rs. p.m.
1	Accounts Assistant	1.M.Com/equivalent from commerce stream with 55% of marks <b>OR</b> CA/CS/CWA inter. 2.Having experience of at least 2 years (completion of article- ship is to be considered as part of experience). 3.Work experience in educational institution/college shall be preferred. 4.Computer Literacy and working Knowledge of MS Office, Tally ERP, MS Excel is preferred. Knowledge of Income Tax/GST/TDS/EPF is highly desirable. 5.Good Communication and Writing Skills.	5	15000/- p.m (cost to university)

**Terms & Conditions on 11 months contractual period**

- (i) The candidate shall be required to apply online only on or before 30<sup>th</sup> January 2021 till 5.30 p.m. at: <http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.asp>  
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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.

- (ii) Candidate should possess the required educational qualifications and experience on the last date of submission of online application.
- (iii) 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



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SC/ST/SEBC/EWS issued by the competent authority of Government of Gujarat.

- (iv) The University reserves the right to postpone or to fill in the less/higher 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.
- (xi) Candidates in their own interest are advised to remain in touch with The Maharaja Sayajirao University of Baroda website [www.msubaroda.ac.in](http://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.



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- (xvi) **Those applicants who have earlier submitted online application for the Post of Accounts Assistant in response to Notification No.ADE10/8 of 2020-21 dated 9-12-2020; are not required to apply again.**
- (xvii) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State.

Vadodara:  
Chudasama  
Dated: 12/01/2021

Dr. K. M.  
Registrar (Offg.)