



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

**NOTIFICATION NO. ADE 3/8/10/12 of 2021-2022**

The Maharaja Sayajirao University of Baroda invites 'Online applications' of various non-teaching posts (Class III & IV) or equivalent posts to be filled in purely on temporary and fixed tenure basis.

The desirous candidate is required to apply online on or before **31-8-2021 till 5.30 P.M** at <http://cc.msubaroda.ac.in/RecAdminStaff/>

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

Vadodara  
Date: 11 - 08 - 2021

Dr. K. M. Chudasama  
Registrar (Officiating)



## The Maharaja Sayajirao University of Baroda

ADE 3/8/10/12 Of 2021-22

### Number of Posts and Name of Higher Payment Programmes for Appointment of Non-Teaching Temporary Posts (Class III) or equivalent posts for a period of 11 months under Higher payment programmes:

Sr. No.	Faculty/Institution Name of Higher payment Programme	Designation	No of Positions
1	Atal Bihari Vajpayee Institute of Policy Research and International Studies (AIPRIS)	Programme officer	1
		Research Associate	1
		Administrative Assistant	1
2	Faculty of Management Studies	Clerk	1
3	MHRM & BSW, Faculty of Social Work	Clerk (Account)	1
		*Clerk	1
4	B.Sc.(Hons.), Foods & Nutrition, Faculty of family & Community Sciences	Clerk	1
5	Faculty of Education & Psychology	Clerk (Account)	1
6	G. H. Patel Pharmacy Building, Faculty of Pharmacy	Clerk (Store/Account)	1
7	BLSL, Faculty of Law	Clerk (Account)	1
8	Centre for Lifelong & Extension	Clerk(Account)	1
	MURP, Department of Architecture, Faculty of Technology & Engineering	Laboratory Assistant	1
9	B.Sc. Botany/Chemistry/Physics/Zoology, Shri M. K. Amin Arts & Science College & college of Commence, Padra	Clerk	1
		Field Collector	2
		Store Keeper	1
		Laboratory Assistant	4
		Laboratory Assistant Microbiology -1 Environment Sci.-1 BCA - 1	3
10	B.Sc. (Garment Technology), Faculty of Family & Community Sciences (1)	Technical Assistant	3
	B.Sc. (Hons.) Foods & Nutrition, Deptt. of F & N ,FFCS, Faculty of Family & Community Sciences (1)		
	B.Sc. Interior Design, FCRM, Family & Community Sciences		
11	B.Sc. (Garment Technology), Faculty of Family & Community Sciences, Faculty of Family & Community Sciences	Laboratory Assistant	1
	Textile & Apparel Design, Institution of Fashion Technology, Faculty of Family & Community Sciences	Temp. Library Clerk	1
12	Audit/Legal/Accounts Section of MSUB	Data Entry Operator	3
13	Experimental School (English Medium) (Non Granted)	Clerk	1

14	B.Com (Honors) Programme, Faculty of Commerce	Clerk (Account)	2
		Clerk	2
		Clerk (Library)	1
		Data Entry Operator/ Computer Assistant	1
	BBA Programme, Faculty of Commerce	Library Assistant	1
15	B.Sc. Interior Design, FCRM, Family & Community Sciences	Technical Assistant	1
16	Faculty of Law, LLB	Library In-charge	1
		Administrative Officer	2
		Assistant to Library In-charge	1
		Clerk (Accounts)	1
17	Shri Sayaji Pratisthan	Research Associate	2
18	University Office	Temporary Accounts Clerk	7
		Temporary Data Entry Operator	10
19	Accounts Section, University Office,	Temp Program Officer (Accounts)	1
20	Accounts Section, University Office	Temp. Accounts Assistant	4

# The Maharaja Sayajirao University of Baroda

ADE 3/8/10/12 Of 2021-22

**Number of Posts and Name of Higher Payment Programmes for Appointment of Non-Teaching Temporary Posts (Class IV) or equivalent posts for a period of 180 days or till the University finalized outsource policy for under Higher payment programmes:**

Sr. No.	Faculty/Institution Name of Higher payment Programme	Designation	No of Positions
1	Atal Bihari Vajpayee Institute of Policy Research and International Studies (AIPRIS)	Peon-cum-Sweeper	1
2	Accounts/IQAC, MSUB	Peon	2
3	B.Sc. Interior Design, FCRM, Family & Community Sciences	Peon-Cum-Sweeper	1
4	Faculty of Law, LLB	Peon-cum-Sweeper	2
5	University Experimental School (Gujarati Medium)	Cook	1
		Peon	1
		Sweeper	1
6	University Experimental School (English medium)	Peon	4
		Sweeper	1
7	Office of International Affairs	Peon	1
8	B.Sc. Botany/Chemistry/Physics/Zoology, Shri M. K. Amin Arts & Science College & college of Commence, Padra	Laboratory Attendant	4
		Laborers for Botanical Garden	2
		Field Collector	2

Sr. No.	Name of Post	Qualifications	Salary Rs. p.m. (cost to University)
1	Programme Officer (AIPRIS)	<ul style="list-style-type: none"> <li>• A Good Academic Record and a Master's Degree with at least 55% of the marks or and equivalent Grade in a point scale wherever Grading system is followed or its Equivalent Grade in the 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 as well as for those falling under SC/ST category as per reservation norms). Knowledge of Computer Applications (word/excel etc.) is mandatory.</li> <li>• At least ONE year of relevant and specific experience in any Academic Institute/ University/Govt./ 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.</li> </ul> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• Programme Officers shall offer his/her services under the direct supervision, overall guidance and control of the Director / Joint Director of AIPRIS.</li> <li>• Programme Officers shall be expected to support the Director / Joint Director of AIPRIS to coordinate various ongoing activities and programmes of the Institute, including implementation of projects, purchase, web-based activities, intra and inter-Institute collaborations, liaison with Govt agencies etc.</li> </ul>	21000/-
2	Research Associate (AIPRIS)	<ul style="list-style-type: none"> <li>• 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. Relaxation in marks and grade will be given to the candidates belonging to the reserved categories as per the Government of Gujarat norms.</li> <li>• Minimum one year's experience of teaching and /</li> </ul>	21000/-

		<p>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. However, the requirement of one year experience will be relaxed for those who have cleared UGC NET of Gujarat SLET as a desirable but not essential qualification.</p> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of research methodologies and techniques relevant for policy research and international studies.</li> <li>• Excellent data collection and data analysis skills.</li> <li>• Proven skills in basic computer software and applications.</li> <li>• Command over written and verbal English.</li> </ul> <p><b><u>Job Description of Research Associate:</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Handling necessary administrative paperwork and other documentation relating to projects and research activities.</li> <li>• Create research summaries in multiple formats, including spreadsheets, PowerPoint presentations, graphs and standard, written summaries</li> <li>• Write and prepare reports, briefs, monographs etc. as directed by the Director / Joint Director</li> <li>• Plan and execute the social media and digital outreach strategies for disseminating identified content and programmes of the Institute.</li> <li>• Assist the Director / Joint Director in the conduct of the Institute' projects and activities</li> </ul>	
3	Administrative	Any graduate with 55% of marks, Basic Computer	11000/-

	Assistant (AIPRIS)	<p>training with minimum of 25 w.p.m. typing speed training in accounting and tally. Knowledge of Computer Applications (word/excel etc.) is mandatory.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• He/she shall work under the direct supervision and guidance of the Director/Joint Director/ Programme Officer of AIPRIS.</li> <li>• He /she shall perform any given task assigned related to the management of official correspondence and providing assistance to the Programme Officer for administrative matters.</li> </ul>	
4	Clerk / Data Entry Operator/ Computer Assistant	<p>Bachelor's Degree with 50% marks from any recognized University.</p> <p>One year working experience in a reputed institution/ University is preferable.</p> <p>English typing @30WPM.</p> <p>Proficiency in computer Operations MS office /excel /email</p> <p>Desirable: Gujarati Typing @30 WPM</p> <p><b>Note: Candidates who have minimum two years' similar nature of experience in the University System will be eligible to get salary of Rs. 10500/- p.m.</b></p>	9460/-
5	Accounts Clerk	<p>B.Com. with 50% of marks and Training in Accounting &amp; Tally with one year working experience in a reputed institution.</p> <p>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.</p> <p><b>Note: Candidates who have minimum two years' similar nature of experience in the University System will be eligible to get salary of Rs. 10500/- p.m.</b></p>	9460/-
6	Technical Assistant	<p>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>	14700/-
7	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/-
8	Store Keeper	<p>B.Sc. with Chemistry and 3 years experience of laboratory Assistant/Scientific Assistant at college Level/ University level Industries Level</p> <p>Desirable;</p> <p>Knowledge of purchase for equipment and chemicals, maintenance of record of dead stock items, also having knowledge of computer, routine all office work.</p>	18000/-

9	Research Associate Sayaji Pratisthan	<ol style="list-style-type: none"> <li>1. Master Degree in History/Political Science/ Sociology/English/Hindi/Gujrati</li> <li>2. Computer Literacy and working knowledge of M S Office Excel</li> <li>3. Good Communication and writing skill in English/Hindi/Gujarati</li> </ol>	15000/-
10	Peon/ Peon cum Sweeper/ Sweeper/ Cook	10 <sup>th</sup> pass and must have knowledge of Gujarati and Hindi language	8580/-
11	Field Collector	12 <sup>th</sup> Science with Biology Subject	9000/-
12	Laboratory Attendant	10 <sup>th</sup> Pass with relevant experience in working with a laboratory or equivalent	8580/-
13	Laborers for Botanical Garden	10 <sup>th</sup> Pass and must have knowledge of Gujarati and Hindi language	7500/-
14	Programme Officer (Accounts)	<ol style="list-style-type: none"> <li>1. M.Com. with Accounting &amp; Financial Management/ M.B.A. with Finance or equivalent from commerce stream with at least 55% of marks. OR CA/CS/ICWA Intermediate</li> <li>2. Having experience of at least 3 years. <i>(Completion of article- ship should not be considered as part of experience).</i></li> <li>3. Work Experience in educational institution shall be preferable.</li> <li>4. Knowledge of Taxation/GST/advance accounting in Tally ERP/ Labour Law-EPF shall be preferable.</li> <li>5. Knowledge of Computer Applications (Word/Excel etc.) is mandatory.</li> <li>6. Good Communication and Writing Skills. Proficiency in Gujarati/Hindi/English is essential.</li> </ol>	21000/-
15	Accounts Assistant	<ol style="list-style-type: none"> <li>1. M.Com. with Accounting &amp; Financial Management or equivalent from commerce stream with at least 50% of marks. OR CA/CS/CWA Intermediate</li> <li>2. Having experience of at least 2 years (completion of article- ship is to be considered as part of experience).</li> <li>3. Work experience in educational institution/college shall be preferred.</li> <li>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.</li> <li>5. Good Communication and Writing Skills.</li> </ol>	15000/-
16	Administrative Officer/Programme Officer	<ol style="list-style-type: none"> <li>1. Master Degree with at least 50% of marks or equivalent grade of in the seven-point scale as per UGC norms in any discipline from recognized University and 2 years of relevant experience in University/College of similar nature.</li> </ol> <p style="text-align: center;">OR</p>	21000/-



		<p>M.Com with specialization in Accountancy / Finance with at least 50% of marks or equivalent grade in the seven-point scale as per UGC norms from recognized University and 2 years of relevant experience in University/College of similar nature.</p> <p>Desirable:</p> <ol style="list-style-type: none"> <li>Training in Accounting &amp; Tally</li> <li>Knowledge of cashbook writing, ledger posting and other day to day work related to accounts</li> </ol> <ol style="list-style-type: none"> <li>Knowledge of computer Applications (Word / Excel/ Power point etc) is mandatory.</li> <li>Candidate must have good command of English Language for correspondence.</li> </ol> <p><b>Administrative Function</b>  Administrative officer shall offer his/her services under the direct supervision, overall guidance and control of the Dean Faculty of Family &amp; Community Sciences.  Administrative officer shall be expected to support the senior administrative officer and co-ordinate various ongoing e-Governance projects, Digital University frameworks and shall also help to program directors of various program.  He/She shall also be expected to carry out activities as per the directive of the Registrar and or Vice Chancellor, as deemed fit as per requirement from time to time.  He/She shall also look in to maintenance and development of infrastructure of the Faculty</p>	
17	Library In-charge	<ol style="list-style-type: none"> <li>Master's Degree with at least 55% percent of marks or equivalent grade in seven point scale as per UGC norms with Library sciences as specialization.</li> <li>knowledge of computer application (internet/operations/OPAC/Word/Excel/Power point). CCC Certification is mandatory.</li> <li>Command over English language &amp; Good communication skills is preferable.</li> </ol>	15000/-
18	Assistant to Library In Charge/ Library Clerk	<ol style="list-style-type: none"> <li>Bachelor's Degree in Library and Information Science with experience of working in a Library.</li> <li>Knowledge of Computer operations preferable.</li> </ol>	9460/-
19	Library Assistant	<ol style="list-style-type: none"> <li>Master's Degree with at least 55% percent of marks or equivalent grade in seven point scale as per UGC norms with Library sciences as specialization.</li> <li>knowledge of computer application (internet/operations/OPAC/Word/Excel/Power point). CCC Certification is mandatory.</li> <li>Command over English language &amp; Good communication skills is preferable.</li> </ol>	14250/-



# The Maharaja Sayajirao University of Baroda

## **Terms & Conditions - Notification No.ADE 3/08/10/12 of 2021-22**

- (i) The candidate shall be required to submit his/her candidature online latest by **31-8-2021 on or before 5.30 P.M. on <http://cc.msubaroda.ac.in/RecAdminStaff/>**
- (ii) The hard copy of the system generated form, along with required enclosures and other relevant supporting documents/certificates etc. supporting his/her Educational qualifications and Certificate Past relevant and specific experience of University/ College Academic Administration preferably in the Higher Education field of similar nature in the University/Organization/Institute/Cells/Sections/Departments shall be required to be submitted to the Registrar (Offg.) only at the time of Personal Interaction if called.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) In case, it is detected at any point of time in future, even after assignment of duty, that the candidate was not eligible, his/her order shall be liable for termination forthwith as per this clause. This must be mentioned in the letter of offer and assignment clearly. In case of any ambiguity with regard to eligibility in particular, the decision of the authority shall be final and binding to all.
- (vii) Acceptance of documents submitted by the proposer shall be subject to verification by the competent authority/office at any point of time. If any document is found to be false/fake/incorrect, the document shall be summarily rejected or actions may be initiated against the candidate which shall lead to cancellation or his/her termination of service, as the case may be.
- (viii) The candidate shall bring all original certificates relating to his/her age, Educational qualifications, Past experience, etc. at the time of personal interaction.
- (ix) 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.

- (x) 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	Programme Officer, Research Associate , Administrative Officer	Rs.1000/-	Rs.250/-
2	For all other posts except mentioned at Sr.No.1 above.	Rs.400/-	Rs.100/-

The candidate should upload their cast certificate of SC/ST/SEBC/EWS/PH issued by the competent authority of Government of Gujarat.

- (xi) 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.
- (xii) The decision of the competent authority shall be final.
- (xiii) The candidates shall be required to appear in the personal interaction at his/her own expenses.
- (xiv) 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.
- (xv) 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).
- (xvi) The University reserves the right (i) to fill or not to fill up some or all the posts advertised for any reasons whatsoever (ii) to increase/decrease the number of posts for the appointment.
- (xvii) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State
- (xviii) 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 Interaction as the case may be.

Vadodara:  
Dated: 11/08/2021

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