



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

**NOTIFICATION NO. ADE10/8/1/2019-2020**

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

The desirous candidate is required to apply online on or before 20/6/2019 before 6.00 P.M. at: [msubrecruitment.digitaluniversity.ac](http://msubrecruitment.digitaluniversity.ac)

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  
Date: 04-06-2019

N. K. Ojha  
Registrar (I/c)



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

**NOTIFICATION NO.ADE 10/8/1/2019-2020 DATED 04-06-2019**

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

### For Computer Centre

1	Name of Post	Temporary Computer Programmer (5 Year contractual period)
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 First Class or Higher Qualification.
C	Function	<ol style="list-style-type: none"><li>1. To manage and MSU Examination portal for online</li><li>2. Submission of manuscripts and managing security parameters for the same.</li><li>3. Programmer Officer shall be expected to support the senior administrative officer Co-ordinate various ongoing e-Governance projects, Digital University frame-works and shall also help to directors of various program</li><li>4. To develop application for submission of online forms (example transcript, attempt certificate, duplicate mark sheet, correction in the name etc.).</li><li>5. Development of small projects for implementing Govt. Schemes (Such as Namu e-Tablet yojna, MukyaMantri Apprenticeship yojna etc.).</li><li>6. To manage and upgrade ARMS (Annual Report Management System) and Convocation related software (and Phd Framework) Maintenance of University website. .</li><li>7. He/she shall also be expected to carry activities as per the directive of the Director of Computer Center, Registrar and Hon. Vice Chancellor, as deemed fit as per requirement from time to time.</li><li>8. He/she shall also look in to maintenance and development of infrastructure of the centre.</li></ol>
D	Remuneration	Rs.25,000/- net p.m. - 3% increment applicable for every year

# THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

## **Terms & Condition for Temporary Computer Programmer (5 Year contractual period)**

### **Important Points:**

- (i) The candidate shall be required to submit his/her candidature online latest by 20/06/2019 on or before 6:00 P.M. on [msubrecruitment.digitaluniversity.ac](http://msubrecruitment.digitaluniversity.ac).
- (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 Director (Computer Centre) at the time of Personal Interaction.
- (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 and/or Signing of the agreement, that the candidate was not eligible, his/her agreement of hiring 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 Syndicate 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 even after signing of the agreement. If any document is found to be false/fake/incorrect either before or after the signing of the agreement, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his/her agreement of hiring, 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) At the time of hiring under Contractual Services, an 'Agreement' shall need to be executed between the Registrar of the University and the selected assignee concerned. A copy of the same shall be kept with the Dean/Registrar. Such service agreement shall be duly stamped as per the rates applicable.

- (xi) The online application form fee is Rs.1000/- (Rs.250/- for SC/ST 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.
- (xii) 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.
- (xiii) The decision of the competent authority shall be final.
- (xiv) The candidates shall be required to appear in the personal interaction at his/her own expenses.
- (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 application.

Vadodara  
Dated: 04/06/2019

N. K. Ojha  
Registrar (I/c)

## For Computer Centre

2	<b>Name of Post</b>	<b>Temporary Data Entry Operator ( 11 Months)</b>
A	Number of Post	02 [Two]
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.
C	Function	<ol style="list-style-type: none"> <li>1. Due to digitization of various Govt. Schemes ( Namo e-Table entry, MATY communications, recruitment fair communication etc.)</li> <li>2. For data entry and formatting of reports of ARMS.</li> <li>3. Data Entry in Audit Management System every year.</li> <li>4. Data Entry for PhD Framework.</li> <li>5. Journal Entry</li> <li>6. He/she shall also be expected to carry activities as per the directive of the Director of Computer Centre, Registrar and Hon. Vice Chancellor, as deemed fit as per requirement from time to time.</li> </ol>
D	Remuneration	Rs.8,600/- net p.m
3	<b>Name of Post</b>	<b>Temporary Computer Operator ( 11 Months)</b> (For Computer Centre Head Office)
A	Number of Post	01 [One]
B	Educational and other Qualifications and Experience required for Recruits	BCA/BSc (Computer Science), PGDCA/Diploma Computer/ IT Engineer with First Class with one year experience of working in a reputed organization in the relevant field
C	Salary	Rs.15100/- p.m. net
4	<b>Name of Post</b>	<b>Temporary Computer Operator ( 11 Months)</b> (For Cyber Café)
A	Number of Post	01 [One]
B	Educational and other Qualifications and Experience required for Recruits	BCA/ BSc (Computer Science) / PGDCA/ Diploma Computer / IT Engineer
C	Salary	Rs.8600/- p.m. net

**For Smt. Hansa Mehta Library**

1	Name of Post	<b>Temporary Programme Officer ( 11 Months)</b>
A	Number of Post	<b>02(Two)</b>
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
2	Name of Post	<b>Temporary Technical Assistant (180 Days)</b>
A	Number of Post	01 [One]
B	Educational and other Qualifications and Experience required for Recruits	i) Master Degree in any subject with Bachelor/Master of Library and Information Science with one year experience of working in a reputed organization. ii) Knowledge of Computer operations and ICT preferable.
C	Salary	Rs.15100/- p.m. net
3	Name of Post	<b>Temporary Library Clerk (180 Days)</b>
A	Number of Post	03 [Three]
B	Educational and other Qualifications and Experience required for Recruits	i) Bachelor's Degree in Library and Information Science with experience of working in a Library. ii) Knowledge of Computer operations preferable.
C	Salary	Rs.8600/- p.m. net
4	Name of Post	<b>Temporary Library Attender (180 Days)</b>
A	Number of Post	03 [Three]
B	Educational and other Qualifications and Experience required for Recruits	i) 12 <sup>th</sup> Pass ii) Good Handwriting iii) Knowledge of English and Gujarati iv) Two years' experience of working in a Library v) Knowledge of Computer operations desirable (candidates should be able to demonstrate knowledge of library skills)
C	Salary	Rs.8600/- p.m. net

**For University Office:**

1	Name of Post	<b>Temporary Accounts Clerk ( 11 Months)</b>
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	(Salary: Rs.9460/- Fix per months)
2	Name of Post	<b>Temporary Data Entry Operator ( 11 Months)</b>
	Number of Post	10 [Ten]
	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.
	Salary	(Salary: Rs.9460/- Fix per months)

**Terms & Conditionson11 months contractual period**

- (i) The candidate shall be required to apply online on or before 20/06/2019 at: [msubrecruitment.digitaluniversity.ac](http://msubrecruitment.digitaluniversity.ac)
- (ii) 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 (I/c)/Librarian (H.M.Library)/Director (Computer Centre)at the time of Test/Personal interview if, the candidate is called for the personal interview.
- (iii) Candidate should possess the required educational qualifications and experience on the last date of submission of online application.
- (iv) The online application form fee is Rs. 400/- (Rs. 100 for SC/ST 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.
- (v) The University reserves the right to postpone or to fill in the less number of Posts at its discretion depending upon the requirement of the University.
- (vi) The decision of the competent authority shall be final.
- (vii) The candidates shall be required to appear in the Test/Personal interview at his/her own expenses.

Vadodara:  
Dated: 04/06/2019

Shri. N.K.Ojha