



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Telephone : [+91-0265] • (Registrar) : 2795521

• (DO/GCU/Audit) : 2793735 • (IA/CAO) : 2795506, 2795527

• (Dy.R./AR Exams/Academics) : 2795502, 2795527, 2789485 • (Dy.R./AR ADE) : 2792032

• (Dy.R./AR ADM) : 2784062 • (ADM/ADE) : 2795514 • (Engineer/CD) : 2795512 • (Security) : 2789385



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

NOTIFICATION NO. ADE3/12 of 2019-2020

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

1. Computer Programmer 2. Computer Operator 3. Administrative Officers 4. Programme Officer
5. Technical Assistants 6. Laboratory Assistants 7. Laboratory Attendant 8. Assistant Librarian 9.
Clerks 10. Peon 11. Gymnasium Trainer 12. Assistant Gymnasium Trainers (Male/Female) 13.
Part time Medical Officer 14. Research Investigator 15. Counselor/Supervisor 16. Accountant
cum Clerk 17. Peon cum Sweeper 18. Library Clerk 19. Computer Operator (cyber café) 20. Data
Entry Operator etc.

The desirous candidate is required to apply online on or before 25-11-2019 till 5.30 P.M.
at: <http://117.240.215.157/MSUBRecruitment/>

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

Vadodara

Dr.K.M.Chudasama

Dated: 8-11-2019

Registrar (Offg.)



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NOTIFICATION NO. ADE3/ 12 of 2019-2020

Sr. No.	Name of Post		No. of Post
1	Technical Assistant	For a period of 11 months	4
2	Laboratory Assistant		7
3	Laboratory Attendant		3
4	Programme Officer		1
5	Clerk		2
6	Data Entry Operator		1
7	Accountant/ Accounts Clerk/ Accountant cum Clerk		7
8	Library Clerk		1
9	Peon		1
10	Administrative Officer	Five Years under CHS	1
11	Administrative officer (Accounts)		1
12	Assistant Librarian		1
13	Technical Assistant	180 days basis	1
14	Laboratory Assistant	180 days basis	1
15	Part time Medical Officer	11 Months basis	1
16	Gymnasium Trainer	180 days basis	1
17	Assistant Gymnasium Trainer (Male)		1
18	Assistant Gymnasium Trainer (Female)		1
19	Clerk cum accountant		1
20	Peon Cum Sweeper		2
21	Research Investigator	One year	1
22	Computer Programmer	11 months	1
23	Counselor/ Supervisor		1
24	Computer Operator		2



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QUALIFICATIONS				
Sr. No.	Name of Post	Qualifications	No. of Posts	Salary p.m. Rs.
1	Accountant/Accounts Clerk/ Accountant cum Clerk	B.Com. with 50% of marks and Training in Accounting & Tally with one year working experience in a reputed institution. 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.	07	9460/-
2	Technical Assistant	B.Sc with Chemistry/Physics/Life sciences/Environmental Science/Instrumentation or any other relevant subject (as per the requirement of the post) from a recognized University /Institute with minimum two years of maintenance experience of sophisticated scientific instrument in the field of related laboratory in any University/College/ Research Laboratory. OR Diploma Holder with 6 years' experience in the relevant field Experience in handling Laboratory Equipment's and computers Good command over English. For Faculty of Family & Community Sciences : 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.	04	14700/-
3	Lab. Assistant	B.Sc. in Botany/Chemistry/Physics/Zoology/ Microbiology/ Biochemistry/ Mathematics 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.	05	9460/-
4	Programme Officer	1. A Good Academic Record and a Master's Degree with at least 55% of the marks or an equivalent Grade in a point scale wherever Grading system is followed or its Equivalent Grade of B	01	21000/-



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		<p>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 preferably in the Higher education field of similar nature as well as for those falling under SC/ST/ SEBC category as per reservation norms.)</p> <p>2. At least TWO Years of relevant and specific experience in University/College Academic 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.</p> <ul style="list-style-type: none">• Five years' of experience at supervisory level in University/College Administration/Establishment/Finance/ Examination/Academic Section/Department of the University holding analogous Post or an equivalent Post is desirable.• Academic Administration in the fields/Section/Department/Cell etc. such as Accounts and Finance, Journalism, Corporate Communications and Linguistic Skills, Counseling, Computer Science, Computer Engineering and Information Technology, Business Management, Human Resource Management, Quality Assurances/Cells etc. shall be preferred.• Knowledge of Computer Applications (word/excel etc.) is mandatory.		
5	Clerk	Bachelor's Degree with 50% marks from any recognized University. English typing @35WPM. Proficiency in computer Operations MS office /excel /email Desirable: Gujarati Typing @30 WPM	02	9460/-
6	Peon	10 th Pass and must have knowledge of Gujarati	01	8580/-



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		and Hindi language		
7	Lab Attendant	10th pass with relevant experience in the field of Textile Engineering/Textile Technology	03	8580/-
8	Temp. Part time Medical Officer	<p>1. Degree of Bachelor of Medicine or Bachelor of Surgery (MBBS) from any of the recognized University/ institution or deemed University or possess any other qualifications specified in first or second schedule to the Indian Medical Council Act. 1956.</p> <p>2. Possess the basic knowledge of Computer application as prescribed in the Gujarat Civil Services classification and Recruitment (General) Rules as amended from time to time.</p> <p>3. Adequate knowledge of Gujarati or Hindi or Both.</p> <p>4. The Candidate required to get himself/herself registered under the Gujarat Medical Council Act, 1967 before joining duty.</p> <p>Experience: Minimum 1 year of working experience in a private setup hospital or government or Semi government organization.</p> <p>Timing of duty hours will be from 4:00 pm till 08:00 pm from Monday to Friday and from 9:00am to 12:00 noon on all Saturdays</p> <p>Age limit: Up to 50 years. However, the age limit could be relaxed for the eligible candidate subject to the discretion of the selection committee</p>	01	20000/-
9	Technical Assistant (180 days)	<p>For Bio Informatics Centre, Deptt. of Micro Biology & Bio Technology Centre, Faculty of Science (180 days basis):</p> <p>Bachelor's degree in Science (Preferably in biological sciences) with 55% marks with Post Graduate Diploma in Computer Application OR equivalent and above from a recognized University. Preference will be given to that candidate who has 2-3 years experience of Computer Networking, Website development and knowledge of Biological Softwares.</p>	01	14700/-
10	Gymnasium Trainer	<p>Master of Physical Education of Sports Science (Weight lifting specialization) with two years experience of Gym management / Health club management OR</p> <p>Bachelor Degree of Physical Education / Sports with (Weight lifting specialization) with five years experience of Gym management / Health club management OR</p>	01	25000/-



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		P.G. Diploma of Health Management / Fitness Management with 8 years experience of Gym management / Health club management OR Diploma Certificate of reputed Institute / Association regarding strength & conditioning / Fitness Management / Fitness Trainer with 10 years experience		
11	Assistant Gymnasium Trainer	P.G. Diploma of Health Management / Fitness Management with 3 to 5 years experience of Gym management / Health club management OR Diploma Certificate of reputed Institute / Association regarding strength & conditioning / Fitness Management / Fitness Trainer with 5 years experience	02 (01 Male & 01 Female)	15,000/-
12	Clerk cum Accountant	B.Com with 50% of marks and Training in Accounting & Tally with one year working experience in a reputed institution. 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.	01	8,600/-
13	Peon cum Sweeper	10th Pass and must have knowledge of Gujarati and Hindi language	02	7,800/-
14	Administrative officer (For a period of 5 years under CHS)	1. Master's Degree with at least 50% percent of marks or equivalent grade in seven point scale as per UGC norms in any disciplines from recognized University and three years of relevant experiences in university /collage of Similar nature. Or Any graduate with at least ten years of relevant experience in university/collage of similar nature. 2.knowledge of computer application (internet/operations/word/Excel/Power point).CCC Certification is mandatory. 3.Commmand over English language & Good communication skills is preferable. 4.Working knowledge of administration, rule & procedural formalities is preferable.	01	15000/-
15	Administrative officer (Accounts) (For a period of 5 years under CHS)	1. Master's Degree with at least 50% percent of marks or equivalent grade in seven point scale as per UGC norms with accountancy as specialization and having three years of relevant experiences in university /collage of Similar nature. 2. knowledge of computer application	01	15000/-



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		(internet/operations/Tally/Word/Excel/Power point).CCC Certification is mandatory. 3. Command over English language & Good communication skills is preferable. 4. Working knowledge of administration, rule & procedural formalities is preferable.		
16	Assistant Librarian (For a period of 5 years under CHS)	1. 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. 2. knowledge of computer application (internet/operations/OPAC/Word/Excel/Power point). CCC Certification is mandatory. 3. Command over English language & Good communication skills is preferable.	01	12500/-
17	Research Investigator	1. At least 2 nd Class Post Graduate Degree in Demography/ Population Studies/ Statistics/ Economics/ Mathematics/ Sociology/ Social Work/ Psychology/ Anthropology/ Geography. 2. Knowledge of Computer Applications (Desirable) Experience: Three (3) years' experience in collection/ Analysis of data and report writing (Relaxable for candidate with regular qualification)	01	44,900/- basic (level-8) + admissible DA Consolidated. TA/DA for official tours as admissible for the regular employees having the said basic pay and scale would be allowed. No other payment towards pension/ CPF contribution, Gratuity, Medical expended, tuition fee, transport, LTC etc. would be admissible.
18	Computer Programmer	BE (Computer Engineering)/ BE (Information Technology)/ MCA with first class Purpose: For Handling Website updation and maintains	01	21000/-
19	Counselor/ Supervisor	Any Graduate with 55% OR Above marks and knowledge of Computer Purpose: Student Facilitation Computer at Computer Centre	01	8600/-
20	Computer Operator	BCA/ B.sc. (Computer Science)/ PGDCA/ Diploma Computer/ IT Engineer Purpose: For Handling Cyber Cafe	01	8600/-
21	Laboratory Assistant	Required: (I) Science Graduate II Certificate Course in Computer Hardware and Net Working Desirable: (I) Ability to read, write and speak in English (II) Familiarity with office	01	8600/-



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		automation software such a M. S. Office/ Open Office/ Accounting Purpose: The selected candidate will have to satisfactory/perform any work related to computer Laboratory/ laboratory sessions, Department and the work assigned by the head of the Department from time to time		
22	Computer Operator	1 st Class in B.C.A./ B.Sc. (Computer Science)/ P.G.D.C.A. Diploma Computer/ IT Engineering or Higher Qualification Purpose: Printing of Results at Computer Centre (Exam Section, University Head Office)	01	15100/-
23	Library Clerk	i.) Bachelor's Degree in Library and Information Science with experience of working in a Library. ii) Knowledge of Computer operations preferable.	01	9460/-
24	Data Entry Operator	Bachelor's Degree with 50% marks from any recognized University. English typing @35WPM. Proficiency in computer Operations MS office /excel /email Desirable: Gujarati Typing @30 WPM	01	9460/-



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

Terms & Conditions on 11 months contractual period/ for a period of 180 days / one year.

- (i) The candidate shall be required to apply online on or before **25/11/2019** till 5.30 p.m. at: 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) at the time of Test/Personal interaction, if the candidate is called for the personal interaction.
- (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. 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 SC/ST/SEBC/EWS issued by the competent authority of Government of Gujarat.
- (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 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.



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- (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.
- (xvii) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State

Terms & Condition for Temporary Administrative Officer/ Administrative Officer (Accounts)/Assistant Librarian (for 5 Years under contractual Hiring Services) Important Points:

- (i) The candidate shall be required to submit his/her candidature online latest by 25/11/2019 on or before 5.30 P.M. on 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 Registrar (I/c) 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



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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.500/- for SC/ST/SEBS/EWS 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.



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

- (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 submission of application.
- (xvi) Candidates in their own interest are advised to remain in touch with The Maharaja Sayajirao University of Baroda website www.msubaroda.ac.in.
- (xvii) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State

Vadodara:

Dated: 08/11/2019

Dr. K. M. Chudasama

Registrar (Offg.)