



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. ADE3/9 of 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 16/09/2019 5.30 P.M.
at: msubrecruitment.digitaluniversity.ac

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

Vadodara
Dated: 29-8-2019

Shri N.K.Ojha
I/C Registrar

No. ADE3/

Subject : To fill up and notify vacant posts of non-teaching in various programmes offered under Higher Payment Programme

Reference : S. R. No. 17 dated 23/08/2019

We may give advt. in Times of India, Gujarat Samachar, Divya Bhaskar and Sandesh in Vadodara edition.

The Details of Posts along with Qualifications & Terms & Conditions are attached herewith.

Submitted for approval.



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NOTIFICATION NO. ADE3/9 of 2019-2020

(A)

Number of Posts and Name of Higher Payment Programmes for Appointment of Non Teaching Staffs for a period of 11 months Class III & IV (Clerical/ Technical) under Higher payment programmes:

Sr. No.	Faculty/Institution	Name of HPP	Designation	No of Positions
1	Faculty of Family & Community Sciences Institute of Fashion Technology	B.Sc.(Textile & Apparel Design)	Technical Asstt.	2
			Lab Asstt.	1
			Clerk	1
		B.Sc.(Garment Technology)	Lab Asstt.	1
			Lab. Attendant	1
		P. G. Dip. In Fashion Retailing & Merchandising	Peon	1
		B.Sc.(Fashion Communication)	Technical Asstt.	1
			Clerk	1
			Data Entry Operator	1
		B.Sc.(Hons.) Interior Design, Deptt. of FCRM	Accountant	1
			Clerk	1
			Peon	2
		B.Sc. (Hons.), Foods & Nutrition, Deptt. of F & N	Technical Asstt.	1
			Accounts Clerk	1
Library Clerk	1			
Clerk	1			
Peon	1			
3	Fine Arts	MRID	Peon	2
			Peon cum Sweeper	2
4	Faculty of Journalism & Mass Communication	Bachelor of Journalism & Mass Communication	Accountant	1
			Audio Visual cum Computer Operator	1
			Peon	1
5	Faculty of law	BSLS	Computer Operator	1
			Peon cum Sweeper	1
6	Faculty of Science	B.Sc. Higher Payment Programme	Lab Asstt.	3
			Peon cum Sweeper Sweeper	1
7	Faculty of Social Work	BSW	Agency Supervisor	1
		MHRM & BSW	Accountant cum Clerk	1
		Dr. I. G. Patel Seminar hall	Electric Supervisor	1



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8	Centre for Life Long Learning and Extension	Centre for Life Long Learning and Extension	Account Clerk	1
9	University Head office	Directorate office of higher payment Programme	Peon	1
10	Institute of Leadership and Governance	Institute of Leadership and Governance	Academic Administrator	1
			Temp. Assistant cum Data Entry Operator	1
11	Faculty of Education & Psychology	HPP BA & MA Programme	Clerk/ Accountant	1
			Peon/ Office Assistant	1
12	Faculty of Technology & Engineering	MURP, Department of Architecture	Account Clerk	1
			Computer Lab Assistant	1
			Peon	1
13	M. K. Amin Arts & Science college & College of Commerce, Padra	B. Sc Botany/Chemistry/ Physics/ Zoology	Laboratory Assistant	4
			Laboratory Attendant	4
14	Polytechnic	Architectural Assistantship (AA)	Account Clerk	1
15	Office of Career Advancement for Students	Office of Career Advancement for Students	Academic Administrator	1
16	Office of International Affairs	S. R. No. 11 dated 31/7/2019	Programme Officer	1
			Clerk	1
			Peon	1
18	Faculty of Family & Community Sciences	Institute of Fashion Technology	Temporary Administrative Officer under Contractual Hiring of Services [CHS] for Five years	2
		Total No. of Posts		59
(B) Temp. Positions other than Higher payment Programme				
18	Faculty of Science	Bio Informatics Centre, Deptt. of Micro Biology & Bio Technology Centre	Technical Assistant (180 days basis)	1
19	University Health Centre	University Health Centre	Part time Medical Officer (11 months basis)	1
20	University Head office	University Office	Programme Officer (For 5 years under Contractual Hiring Services)	2
		Total No. of Posts		4



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QUALIFICATIONS			
Sr. No.	Name of Post	Qualifications	Salary Rs. p.m.
1	Academic Administrator	Master Degree in Management with 55% of marks in Subjects like Political Science, Journalism & Communications, Law, HRM, Management or Social Work from recognized University. Computer Literacy and working Knowledge of MS Office, MS Excel is preferred. Experience/ Qualification for Office Management-Administration. Good Communication and Writing Skills.	15000/-
2	General Clerk/Data Entry Operator/ Office - Clerical Asstt./ Office Asstt./ Asstt. cum 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	9460/-
3	Accountant/Accounts 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.	9460/-
4	Library Clerk	i.) Bachelor's Degree in Library and Information Science with experience of working in a Library. ii) Knowledge of Computer operations preferable.	9460/-
5	Computer Operator	BCA/ BSc (Computer Science) / PGDCA/ Diploma in Computer Applications/ Information Technology/Computer Engineering	9460/-
6	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.	14700/-



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		<p>OR</p> <p>Diploma Holder with 6 years' experience in the relevant field</p> <p>Experience in handling Laboratory Equipment's and computers</p> <p>Good command over English.</p> <p>For Faculty of Family & Community Sciences :</p> <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>	
7	Lab. Assistant	<p>B.Sc. in Botany/Chemistry/Physics/Zoology</p> <p>OR</p> <p>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	Computer Lab Asstt.	<p>BCA/ Diploma in Computer Applications, IT, Computer Engineering, Knowledge of Maintenance of Computer Software, Hardware, LAN System and Knowledge of Pertaining Audio Visual Equipment. (Faculty of Family & Community Sciences)</p>	9460/-
9	Audio Visual cum Computer Operator	<p>BCA/ Diploma in Computer Applications, IT, Computer Engineering, Knowledge of Maintenance of Computer Software, Hardware, LAN System and Knowledge of Pertaining Audio Visual Equipment. 1 year Experience is required.</p>	9460/-
10	Electrical Supervisor	<p>Std. 10th Pass from recognized State/Central Board with 2 years of ITI Certificate Course of Electrician. Desirable 2 years' experience of operating DG Set/PA System etc.</p>	9460/-
11	Agency Supervisor	<p>A candidate should have post Graduate Degree in MSW MHRM /MA (Psychology/ Social Work) from recognized university or institute.</p> <p>Candidates having working experience of counseling with special children will be preferred.</p> <p>Nature of duties</p> <ol style="list-style-type: none">1) Children and Youth Counselling2) Agency Visits / Field Work supervision3) Coordination with outside agencies4) Administrative and clinical work of CGC	14,000/-



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12	Peon/ Peon cum Office Asstt.	10 th Pass and must have knowledge of Gujarati and Hindi language	8580/-
13	Lab Attendant	10 th pass with relevant experience in the field of Textile Engineering/Textile Technology	8580/-
14	Peon cum Sweeper	10 th Pass and must have knowledge of Gujarati and Hindi language For IFT : 10 th pass in new system of Education	8580/-
15	Temp. Part time Medical Officer	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. 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. 3. Adequate knowledge of Gujarati or Hindi or Both. 4. The Candidate required to get himself/herself registered under the Gujarat Medical Council Act, 1967 before joining duty. Experience: Minimum 1 year of working experience in a private setup hospital or government or Semi government organization. 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 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	20000/-
16	Programme Officer (for 5 years under Contractual Hiring Services)	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 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 category as per reservation norms.)	21000/-



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		<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.	
17	Technical Assistant (180 days)	<p>For Bio Informatics Centre, Deptt. of Micro Biology & Bio Technology Centre, Faculty of Science (180 days basis): 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>	14700/-
18	Temporary Administrative Officer under Contractual Hiring of Services [CHS] for Five years	<p>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.</p> <p>OR</p> <p>M.Com (Accountancy) with at least 50% of marks or equivalent grade in the seven-point scale as per UGC norms</p>	21000/-



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	<p>in any discipline from recognized University and 2 years of relevant experience in University/College of similar nature. Desirable:</p> <ol style="list-style-type: none">Training in Accounting & TallyKnowledge of cashbook writing, ledger posting and other day to day work <p>2. Knowledge of computer Applications (Word / Excel/ Power point etc) is mandatory.</p> <p>3. Candidate must have good command of English Language for correspondence.</p> <p>Administrative Function Administrative officer shall offer his/her services under the direct supervision, overall guidance and control of the Dean Faculty of Family & 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>	
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The posts are to be filled up purely on Temporary basis as mentioned in details advertisement.

Terms & Conditions on 11 months contractual period & for 180 days period.

- (i) The candidate shall be required to apply online on or before **16/09/2019** 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 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.



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- (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.
- (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 Programme Officer (for 5 Years under contractual Hiring Services) Important Points:

- (i) The candidate shall be required to submit his/her candidature online latest by 16/09/2019 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.



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- (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.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



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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.

- (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: 29/08/2019

Shri. N.K.Ojha
I/c Registrar