



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

**NOTIFICATION NO. ADE 10/15/2020-2021**

The Maharaja Sayajirao University of Baroda invites 'Online Applications' under Contractual Hiring Services (CHS) of "Temporary Programme Officers" purely on temporary & fixed tenure basis.

The desirous applicant is required to submit his/her candidature online on or before **25/06/2020** before 6:00 P.M. at <http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx>

The relevant details are available on the website [www.msubaroda.ac.in](http://www.msubaroda.ac.in)

Vadodara Dr. K. M. Chudasama  
Date: **05/06/2020** Registrar (Offg.)



## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

**NOTIFICATION NO.ADEADE 10/15/2020-2021 Dated 05/06/2020**

The Maharaja Sayajirao University of Baroda invites 'Online Applications' under Contractual Hiring Services (CHS) of "Temporary Programme Officers" purely on temporary & fixed tenure basis on agreement for the tenure of 05 Years.

<b>1.</b>	<b>Name of the Post</b>	Temporary Programme Officer Under CHS on fixed tenure basis.
<b>2.</b>	<b>Remuneration</b>	Rs.21000/- Per Month Fixed and Consolidated.
<b>3.</b>	<b>Educational and other qualifications &amp; Experience required for Direct Recruits  (Examination Section)</b>	<ol style="list-style-type: none"><li>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 categories as per reservation norms.)</li><li>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.</li></ol> <ul style="list-style-type: none"><li>• Five years' of experience in supervisory level in University/College Administration/Establishment/Finance/Examination/Academic Section/Department of the University holding analogous Post or an equivalent Post is desirable.</li><li>• 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.</li><li>• Knowledge of Computer Applications (word/excel etc.) is mandatory.</li></ul>
	<b>Educational and</b>	<ol style="list-style-type: none"><li>1. A Good Academic Record and a Master's Degree in Accounting &amp; Financial Management with at least 55% of the marks or an equivalent Grade in a point scale wherever Grading system is</li></ol>

	<p><b>other qualifications &amp; Experience required for Direct Recruits (Accounts Section – to look after the work of TDS)</b></p>	<p>followed or its Equivalent Grade of B in the Seven Point Scale as per UGC norms in any discipline from a recognized University. If working experience is more than 5 years than 50% marks.</p> <p>2. Experience of 3 to 5 years in the University Accounting System shall be preferred along with experience in TDS related work.</p> <ul style="list-style-type: none"> <li>• Knowledge of Computer Applications (word/excel etc.) is mandatory.</li> </ul>
<p><b>4.</b></p>	<p><b>Administrative Functions</b></p>	<ul style="list-style-type: none"> <li>• Temporary Programme Officers shall offer his/her services under the direct supervision, overall guidance and control of the concerned section head.</li> <li>• Temporary Programme Officers shall be expected to support the Senior Administrative Officer and co-ordinate various ongoing e-Governance projects, Digital University frame-works, and shall also help in the activities of the various Cells/Units/Sections/Departments etc.</li> <li>• He/She shall 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.</li> </ul>

**Important Points:**

- (i) The candidate shall be required to submit his/her candidature online latest by **25/06/2020** on or before 6:00 P.M. on <http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx>
- (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/Departmentsshall 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 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 (I/c) of the University and the selected assignee concerned. A copy of the same shall be kept with the Registrar (I/c). 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.

Vadodara  
Dated: 05/06/2020

K. M. Chudasama  
Registrar (Offg.)