



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat



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

**NOTIFICATION NO. ADE 03/06/2020-2021**

The Maharaja Sayajirao University of Baroda invites 'Online applications' under Contractual Hiring Services (CHS) of 'Temporary Programme Officers/Administrative Officers/Assistant to Library In-charge/Computer Programmer' purely on temporary and fixed tenure basis.

The desirous candidate is required to apply online on or before **01/12/2020 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: 07 - 11 - 2020

Dr. K. M. Chudasama

Registrar (Officiating)



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

**Notification ADE3/6 of 2020-21**

**Number of Posts and Name of Higher Payment Programmes for Appointment of Non-Teaching Staffs for Contractual Hiring of Services [CHS] for Five years.**

1.	Name of the Post	Temporary Programme Officer
A	No. of Posts	Three (one each for Examination, Academic & Accounts Sections)
B	Remuneration	Rs.21000/- Per Month Fixed and Consolidated.
C(i)	Educational and other qualifications & Experience required for Direct Recruits  <b>(Examination Section)</b>	<p>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.)</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"><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>
C(ii)	Educational and	1. A Good Academic Record and a Master's Degree in



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

	<p>other qualifications &amp; Experience required for Direct Recruits</p> <p><b>(Accounts Section – to look after the work of TDS)</b></p>	<p>Accounting &amp; Financial Management 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 Accounts/ 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)</p> <p>2. At least TWO Years of relevant and specific experience in University Accounting System along with experience in TDS related work is mandatory.</p> <ul style="list-style-type: none"> <li>• Knowledge of Computer Applications (word/excel etc.) is mandatory.</li> </ul>
E	Administrative Functions	<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>

2.	Name of the Post	Temporary Administrative Officer
A	Remuneration	Rs.21000/- Per Month Fixed and Consolidated.
B	No. of Posts	2 (one each for Administration & Accounts)
C(i)	<p>Educational and other qualifications &amp; Experience required</p> <p><b>Institute of Fashion Technology, Faculty of Family &amp; Community Sciences (For Administration)</b></p>	<p><b>General Administration</b></p> <p>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.)</p> <p>2. At least TWO Years of relevant and specific experience in University/College Academic Administration</p>



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

		<p>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> <ol style="list-style-type: none"><li>3. Knowledge of computer Applications (Word / Excel/ Power point etc) is mandatory.</li><li>4. Candidate must have good command of English Language for correspondence.</li></ol>
C(ii)	(For Accounts)	<p><b>Accounts:</b></p> <ol style="list-style-type: none"><li>1. M.Com with specialization in Accountancy / Finance with at least 55% of 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.)</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> <p>Desirable:</p> <ol style="list-style-type: none"><li>a. Training in Accounting &amp; Tally</li><li>b. Knowledge of cashbook writing, ledger posting and other day to day work related</li></ol> <ol style="list-style-type: none"><li>3. Knowledge of computer Applications (Word / Excel/ Power point etc) is mandatory.</li><li>4. Candidate must have good command of English Language for correspondence.</li></ol>
D	Administrative Functions	<p>Administrative officer shall offer his/her services under the direct supervision, overall guidance and control of the concerned Dean of the Faculty/Director of the Institute/Programme</p> <p>Administrative officer shall be expected to support the</p>



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

		<p>senior functionaries and co-ordinate various ongoing e-Governance projects, Digital University frame-works and shall also help to program directors of various program.</p> <p>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.</p> <p>He/She shall also look in to maintenance and development of infrastructure of the Faculty/Institute.</p>
3	Name of Post	Temporary Administrative Officer
A	Remuneration	Rs.15,000/- Per Month Fixed and Consolidated
B	Number of Post	02 [Two] One each for General Administration and Accounts
C (i)	Educational and other Qualifications and Experience required for Recruits  <b>BSLS, Faculty of Law</b>	<p><b>General Administration</b></p> <p>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 form recognized University and three years of relevant experiences in university /collage of Similar nature.</p> <p style="text-align: center;">Or</p> <p>Any graduate with at least ten years of relevant experience in university/collage of similar nature.</p> <p>2.knowledge of computer application (internet/operations/word/Excel/Power point). is mandatory.</p> <p>3.Command over English language &amp; Good communication skills is preferable.</p> <p>4.Working knowledge of administration, rule &amp; procedural formalities are preferable.</p>
C (ii)	Educational and other Qualifications and Experience required for Recruits  <b>BSLS, Faculty of Law</b>	<p><b>Accounts:</b></p> <p>1. M.Com with specialization in Accountancy / Finance with at least 50% of marks or an equivalent Grade in seven point scale as per UGC norms in any disciplines form recognized University and three years of relevant experiences in university /collage of Similar nature.</p> <p style="text-align: center;">Or</p> <p>B.Com with specialization in Accountancy/Finance with at least ten years of relevant experience in university/collage of similar nature.</p> <p>Desirable:</p>



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

		<p>a. Training in Accounting &amp; Tally</p> <p>b. Knowledge of cashbook writing, ledger posting and other day to day work related</p> <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>4. Working knowledge of administration, rule &amp; procedural formalities are preferable.</p>
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4	Name of Post	Temporary Assistant to Library In-charge
A	Remuneration	Rs.12500/- Per Month Fixed and Consolidated
B	Number of Post	01 (one)
C	Educational and other Qualifications and Experience required for Recruits  <b>BSLS, Faculty of Law</b>	<p>1. Bachelors' Degree with 50% marks or equivalent grade in seven-point scale as per UGC norms with Library Sciences/Information Sciences as specialization.</p> <p>2. Knowledge of computer application (internet/operations/Word/Excel/Power Point), CCC Certification is mandatory.</p> <p>3. Command over English language &amp; Good communication skills is preferable.</p>

5	Name of Post	Temporary Computer Programmer
A	Remuneration	Rs.25,000/- Per Month Fixed and Consolidated
B	Number of Post	01 [One]



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

C	Educational and other Qualifications and Experience required for Recruits  <b>Computer Centre</b>	BE (Computer Engineering) / BE (Information Technology) / MCA/ with First Class or Higher Qualification.
D	Function	<ol style="list-style-type: none"><li>1.</li><li>2. To manage and MSU Examination portal for online submission of manuscripts and managing security parameters for the same. Programmer Officer shall be expected to support the</li><li>3. 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 Namo e-Tablet yojna, Mukya Mantri Apprenticeship yojna etc.). To manage and upgrade ARMS (Annual Report</li><li>6. Management System) and Convocation related software (and Phd Framework) Maintenance of University website. . He/she shall also be expected to carry activities as per</li><li>7. the directive of the Director of Computer Center, Registrar and Hon. 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.</li></ol>

**Terms & Condition for and Temporary Programme Officers/Administrative Officers/Computer Programmer/Assistant to Library In-charge etc. (for 5 Years under contractual Hiring Services) Important Points:**

- (i) The candidate shall be required to submit his/her candidature online latest by **01-12-2020 on or before 5.30 P.M. on**  
**<http://cc.msubaroda.ac.in/RecAdminstaff>**



Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

---

- (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 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.





Estd.1949

Accredited 'A' Grade by NAAC

The Maharaja Sayajirao University of Baroda

The Maharaja Fatesinhrao Gaekwad Road, Fatehganj Vadodara, 390002, Gujarat

---

- (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.
- 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](http://www.msubaroda.ac.in).
- (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.
- (xix) Those applicants who have earlier submitted application for the Post of the Temporary Programme Officer in **only Examination Section & Accounts Section (Post No.1 (ci and cii))** in response to Notification No.ADE 10/15/2020-2021 dated 05-06-2020 are not required to apply afresh, however, he/she can submit additional information, if any. His/Her earlier application will be considered by the M.S. University of Baroda.

Vadodara:  
Dated: 7/11/2020

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