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The Maharaja Sayajirao University of Baroda

The Maharaja Fatehsinghrao Gaekwad Road, Fatehgunj Vadodara, 390002, Gujarat



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

NOTIFICATION NO. ADE 10/14/2020-2021

The Maharaja Sayajirao University of Baroda invites 'Online applications' of 'Programme Officers/Assistant to Library In-charge/Veterinarian Doctor', purely on temporary and 11 months fixed tenure basis.

The desirous candidate is required to apply online on or before **15/4/2021 till 5.30 P.M** at

<http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx>

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

Vadodara

Date: 25 - 03 - 2021

Dr. K. M. Chudasama
Registrar (Officiating)



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Notification ADE10/14 of 2020-21

Number of Posts and Name of Higher Payment Programmes for Appointment of Non-Teaching Staffs for 11 months.

1.	Name of the Post	Programme Officers
A	Remuneration	Rs.21000/- Per Month Fixed and Consolidated.
B(i)	Educational and other qualifications & Experience required for Direct Recruits (General/Exam)	<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">• 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.• 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.



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B(ii)	Educational and other qualifications & Experience required for Direct Recruits (Accounts Section – to look after the work of TDS)	<ol style="list-style-type: none">1. A Good Academic Record and a Master's Degree in Accounting & 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)2. At least TWO Years of relevant and specific experience in University Accounting System along with experience in TDS related work is mandatory. <ul style="list-style-type: none">• Knowledge of Computer Applications (Word/Excel etc.) is mandatory.
B(iii)	(For Accounts)	<p>Accounts:</p> <ol style="list-style-type: none">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.)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>Desirable:</p> <ol style="list-style-type: none">a. Training in Accounting & Tallyb. Knowledge of cashbook writing, ledger posting and other day to day work related <ol style="list-style-type: none">3. Knowledge of computer Applications (Word / Excel/ Power point etc.) is mandatory.4. Candidate must have good command of English Language for correspondence.



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D	Administrative Functions	<ul style="list-style-type: none">• Temporary Programme Officers shall offer his/her services under the direct supervision, overall guidance and control of the concerned section head.• 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.• 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.
2	Name of Post	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 BSLS, Faculty of Law	<ol style="list-style-type: none">1. Bachelors' Degree with 50% marks or equivalent grade in seven-point scale as per UGC norms with Library Sciences/Information Sciences as specialization.2. Knowledge of computer application (internet/operations/Word/Excel/Power Point), CCC Certification is mandatory.3. Command over English language & Good communication skills is preferable.
3	Name of Post	Veterinarian Doctor
A	Remuneration	Rs.25000/- Per Month Fixed and Consolidated
B	Number of Post	01 (one)
C	Educational and other Qualifications and Experience required for Recruits (For Faculties of	<ol style="list-style-type: none">1. Bachelors' in Veterinary Science (BVSc).2. Experience in Animal Husbandry is preferred.3. Command over English language & Good



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	Pharmacy & Science)	communication skills is preferable.
	Functions/Roles and Responsibilities	<p>Regular visits to all the three animal houses (Faculty of Pharmacy, Department of Biochemistry and Department of Zoology of The Maharaja Sayajirao University of Baroda, Vadodara to ensure the following.</p> <ul style="list-style-type: none">▪ Maintain good health of the small animals like fish, mouse, rat, rabbit and Guinea pig.▪ Monitoring proper handling, and use of the above species▪ Supervising animal nutrition and sanitation.▪ Monitoring rehabilitation and survival surgeries.▪ Contribute to the establishment of appropriate policies and procedures for ancillary aspects of veterinary care, such as reviewing protocols and proposals, animal husbandry and animal welfare; monitoring occupational health hazards containment, and zoonosis control programs.



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Terms & Condition for and Temporary Programme Officers/Assistant to Library In-charge/Veterinarian Doctor etc.

- (i) The candidate shall be required to submit his/her candidature online latest by **15-04-2021 on or before 5.30 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/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, that the candidate was not eligible, his/her order 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. If any document is found to be false/fake/incorrect, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his/her termination 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.



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- (x) 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.

- (xi) 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.
- (xii) The decision of the competent authority shall be final.
- (xiii) The candidates shall be required to appear in the personal interaction at his/her own expenses.
- (xiv) 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.
- (xv) Candidates in their own interest are advised to remain in touch with The Maharaja Sayajirao University of Baroda website www.msubaroda.ac.in.
- (xvi) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State
- (xvii) 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.

Vadodara:
Dated: 25/03/2021

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