



# The Maharaja Sayajirao University of Baroda

Vadodara - 390 002, Gujarat, India.

NOTIFICATION NO. ADE/ 11 of 2018-2019

The Maharaja Sayajirao University of Baroda invites '**Online/Offline Applications**' for the various Non-teaching posts to be filled in purely on temporary basis.

The desirous candidate shall be required to apply online on or before 29-11-2018 till 6.00 P.M. at: [msubrecruitment.digitaluniversity.ac](http://msubrecruitment.digitaluniversity.ac) and offline for the post of Accounts/Audit Assistants in the format provided on the website.

The other details and conditions are available on the website of The Maharaja Sayajirao University of Baroda: [www.msubaroda.ac.in](http://www.msubaroda.ac.in).

Vadodara  
Dated: 17-11-2018

**N.K.Ojha**  
I/C Registrar

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

**NOTIFICATION NO ADE/11 2018-19 Dated 17-11-2018**

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

The desirous candidates should note the following points:

**Important Points:**

- (i) The candidate shall be required to apply online on or before 29-11-2018 at: [msubrecruitment.digitaluniversity.ac](http://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 at the time of Personal interview if the candidate is called for the personal interview.
- (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. 100 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.
- (v) If the number of candidates possessing minimum qualifications is large, the University reserves the right to short-list the candidates for the purpose of calling of interview.
- (vi) The University reserves the right to postpone or to fill in the less number of Post at its discretion depending upon the requirement of the University.
- (vii) The decision of the competent authority shall be final.
- (viii) The candidates shall be required to appear in the personal interview at his/her own expenses.

**Vadodara:  
Dated: 17-11-2018**

**Sd/- N.K. Ojha  
I/c Registrar**

# THE MAHARAJ SAYAJIRAO UNIVERSITY OF BARODA

## NOTIFICATION NO. ADE/11 2018-2019 Dated: 17-11-2018 NAME AND QUALIFICATIONS FOR THE TEMPORARY NON-TEACHING POSITIONS

Sr. No.	Name of the posts	Name of the Centre/Cell/Office	Qualification
1	<b>Academic Administrator (One)</b>	Management Development Centre	(i) Master Degree in Management with 55% of marks and one-year experience of working in a reputed organization/institution. (ii) Knowledge of Computer operations and ICT preferable.  Salary: Rs. 15000/- fixed p.m.
2	<b>Data Entry Operator-cum-Accounts Clerk (One)</b>	Management Development Centre	(i) Bachelor's Degree in Commerce with 2 years experience of working in an organization/institutions. (ii) Knowledge of computer operations and English typing is preferred.  Salary: Rs. 8600/- fixed p.m.
3	<b>Peon (One)</b>	Management Development Centre	1. Person should be 10 <sup>th</sup> Std. (SSC) pass with relevant experience. 2. Person should not be less than 18 years and more than 30 years 3. He should be able to speak and understand Gujarati and Hindi Languages. 4. Preferably he should possess two wheeler driving license 5. <b>Selected candidate will have to perform the task of a sweeper also</b>

			Salary: Rs. 7800/- fixed p.m.
<b>4</b>	<b>Office Assistant cum Data Entry Operator (One)</b>	Institute of Leadership and Governance	<p>(i) Bachelor's Degree in any subject with 2 years experience of working in an organization/institutions.</p> <p>(ii) Knowledge of computer operations and English typing is preferred.</p> <p>Salary: Rs. 8600/- fixed p.m.</p>
<b>5</b>	<b>Academic Administrator (One)</b>	Office of the Career Advancement for Students	<p>(i) Master Degree in any subject with 55% of marks and one-year experience of working in a reputed organization/institution.</p> <p>(ii) Knowledge of Computer operations and ICT preferable.</p> <p>Salary: Rs. 15000/- fixed p.m.</p>

Place: Vadodara  
Date: 17-11-2018

Sd/-N.K.Ojha  
I/c Registrar