



The Maharaja Sayajirao University of Baroda

Vadodara- 390 002, Gujarat, India

NOTIFICATION No.ADE/CLLE/3/ 2018-2019

The Maharaja Sayajirao University of Baroda invites 'Online Applications' for the post of Temporary Clerical Assistant at the Centre for Lifelong Learning and Extension.

The desirous candidate shall be required to apply online on or before **26-05-18** at:
<http://msubrecruitment.digitaluniversity.ac>.

The other details conditions are available on the University Website: www.msubaroda.ac.in.

Vadodara

Prof. Neerja Jaiswal

Dated: 10 May, 2018

Registrar (OSD)



The Maharaja Sayajirao University of Baroda

Fatehganj, Vadodara-390002, Gujarat, INDIA

Notification No.ADE/CLLE/3/2018-2019

The Maharaja Sayajirao University of Baroda invites ‘Online Applications’ [msubrecruitment.digitaluniversity.ac] for the post of Temporary Clerical Assistant at the Centre for Lifelong Learning and Extension which is to be filled purely on temporary basis. For detailed notification visit our website: www.msubaroda.ac.in.

The last date for submission of application is 26 May 2018.

Vadodara
Dated: 10 May, 2018

Prof. Neerja Jaiswal
Registrar (OSD)

**QUALIFICATIONS FOR THE NON-TEACHING POSITION AT THE
CENTRE FOR LIFELONG LEARNING AND EXTENSION**

Temporary Clerical Assistant - 01

Salary: Rs.8, 600/- Fix per month-for 11 Months basis

QUALIFICATIONS:

A candidate should have Graduate Degree with Computer Literacy and competence in drafting letters in English and Gujarati language.

Vadodara

Dated: 10 May, 2018

Prof. Neerja Jaiswal

Registrar (OSD) I/C Director

**THE GENERAL INSTRUCTIONS FOR NON-TEACHING POST
ADVERTISED VIDE NOTIFICATION NO. ADE/CLLE/3 DATED
10.5.2018**

1. The post mentioned above are purely on temporary, time gap, time bound basis. It is for the period of 11 months.
2. The application should be done online only at -
msubrecruitment.digitaluniversity.ac
3. The online application form fee is Rs. 500 [Rs.125/- for SC/ST candidates] that is required to be paid using credit/debit card, or online banking only. The 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 fees are non-refundable and no enquiries shall be entertained in this regard.
4. The candidate must possess the required qualification on the last date of the application.
5. Candidates must upload the self-attested copies of all MARKSHEETS and passing Certificates examinations in which he/she passed i.e. Higher Secondary, Bachelor's Degree/Master's Degree, and Doctorate etc. In absence of the attested copies of Mark sheets/Certificates etc., application will be considered incomplete and applicants may not be called for interview.
6. If any additional information is to be given, the information in separate sheet should be uploaded.
7. The candidates will have to submit one set of attested copies and produce original copies of all certificates and documents attached at the time of the interview for verification.
8. The candidate must intimate the Registrar, The Maharaja Sayajirao University of Baroda of any change in his/her correspondence or permanent address after the submission of application form.

9. The candidates already in employment in temporary or permanent capacity in Universities, educational institutions, government or other organizations should bring a “No Objection Certificate” from their employer at the time of the interview or should apply through the proper channel with the declaration of the head of the institution.
- 10.If the number of candidates possessing minimum qualification is large, the University reserves the right to shortlist the candidates on the merit basis criteria for the purpose of calling for personal interview.
- 11.The University reserves the right to relax the qualification and experience criteria for any category of candidate as per the directives of the state government/UGC.
- 12.The University reserves the right not to fill up any or all of the advertised posts and no claim can be made against the same by applicant.
- 13.The candidates called for the interview shall have to attend the interview at their own expense.
- 14.A candidate, who knowingly or wilfully furnishes incorrect or false particulars or suppresses material information, will be disqualified and if appointed will be liable to dismissal from service, without notice.
- 15.Canvassing directly or indirectly will be treated as a disqualification.
- 16.The decision of the competent authority will be final.
- 17.If a candidate is facing any technical problem while filling up the online application, the same may be reported at email id- erecruitment-ade@msubaroda.ac.in

18.The last date of submission of ‘online application’ is May 26, 2018.

19.All the details in the notification are subject to correction or alteration.

Vadodara

Dated: 10 May, 2018

Prof. Neerja Jaiswal

Registrar (OSD)