



Estd 1949

Accredited Grade "A" by NAAC

B.Sc. (HONOURS) INTERIOR DESIGN (HPP)
DEPARTMENT OF FAMILY & COMMUNITY RESOURCE MANAGEMENT
FACULTY OF FAMILY & COMMUNITY SCIENCES
The MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA-390002

NOTIFICATION NO.FCRM ID/ FFCS/01/2018-19 Date:18/09/2018

The Maharaja Sayajirao University of Baroda invites Online Applications for the Post of Temporary Head Clerk, Temporary Accounts Clerk, Temporary Clerk, Temporary Peon to be filled in purely on Temporary basis for 11 month.

The desirous candidate is required to Apply online on or before 04/10/2018.at **msubrecruitment.digitaluniversity.ac**

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

Vadodara
18/09/2018

Prof. Anjali Karolia
Dean & Director



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

The desirous candidates should note the following points:

General instructions:

- (i) The candidate shall be required to apply online on or before 04/10/2018 at: **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 undersigned 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 fees is Rs. 500/- (Rs.125/- for SC/ST Candidates) that is required to be paid using Credit card/ 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 fee is non- refundable and no enquiries shall be entertained in this regard.
- (v) The University reserves the right to postpone or to fill in the less number of post or not to fill the post at its discretion depending upon the requirement of the University.
- (vi) The decision of the competent authority shall be final.
- (vii) The candidates shall be required to appear in the personal interview at his/her own expenses.

Vadodara
Date:30/08/2018

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QUALIFICATIONS FOR THE NON-TEACHING POSITION

1. TEMPORARY HEAD CLERK - 01

- M.com from a Recognized University
OR
B.Com with Minimum 2 year of Working Experience in Audit, Accounting, Book Keeping. Working Knowledge of administration, rule and procedural formalities would be preferred.
- Should be able to read and draft letters in English and Gujarati.

2. TEMPORARY ACCOUNTS CLERK - 01

- Graduate from Commerce with good Knowledge of software's Like Microsoft applications Tally etc.
- Should be able to read and draft letters in English and Gujarati. Minimum typing Speed 25.w.p.m.

3. TEMPORARY CLERK - 01

- Graduate from any discipline with Good working Knowledge in Computer Operations, Internet operations and knowledge of general administration.
- Should be able to read and draft letters in English and Gujarati.

4. TEMPORARY PEON - 03

- 10TH Pass with Knowledge of Cycle/Two Wheeler Motorcycle driving

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