



UGC DRS –I [2016-2021] *Department of History/Faculty of Arts*  
The Maharaja Sayajirao University of Baroda

NAAC Accredited Grade "A"

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UGC DRS-I/2019-20/01

Date: 20/08/2019

## Recruitment (Notification)

**SUBJECT: Notification for 01 position in UGC DRS I History [2016-21]**

Reference: UGC Letter No.F.5.11/DRS-I/2016(SAP III) dt.12 Feb 2016

Sr. No	Recruitment Category [ Recurring Grant point 06-Hiring of Technical Staff] Job Description/Essential Qualification/Terms & Condition	Allowances
1.	<b>Cataloguing, Fumigation and Digitisation of primary sources in Archives and overall care of the Library where</b> Books & Journals of UGC DRS-I grant are housed along with Books and Journals through donation in the Department of History. <b>Other tasks related to the UGC DRS-I programme:</b> Organisation of events-Seminar, Visiting Fellows Lecture, Visit of Advisory Committee, Field Visits Typing and Secretarial work	01 Rs. 8000/- Per Month (Between 9:30am to 6:00pm on all Working days)
<b>EDUCATIONAL QUALIFICATION &amp; WORKING SKILLS:</b> <ul style="list-style-type: none"><li>Bachelors in any subject with Minimum 50% marks {Library Science and Science Desirable}</li><li>Sound Knowledge in use of MS Word/MS Excel Programme on computers. Usage of Internet and good typing speed</li><li>Communication and good writing skills in English {Essential}; Gujarati or Marathi {Desirable}</li></ul>		
<b>NOTE:</b> <ul style="list-style-type: none"><li>Candidates aspiring for the position should submit three copies of CV duly signed along with 03 Passport size photographs, attested certificates and 02 Xerox copies of identity cards.</li><li>Training to both will be given with the support of Oriental Institute &amp; Baroda State Archives and Smt. Hansa Mehta Library; and Scanning and Cataloguing by staff of Project of Digitisation of Haribhakti Collection of Manuscript at Department of History in the cleaning and preservation of Manuscripts &amp; Documents.</li><li>For Queries contact Coordinator &amp; Dy. Coordinator.</li></ul>		
<b>Venue for Interview: Dean Office, Faculty of Arts, The M. S. University of Baroda.</b> <b>Date&amp; Day: 05-09-2019 [Thursday 3:00pm]</b>		
<b>Last Date for Application and Submission in Hard Copy: 31-08-2019[Monday 3:00pm]at (Coordinator Office, Dept. of History, Faculty of Arts)</b> <b>Soft Copy :31-08-2019[Saturday 3:00pm] ( email id: <a href="mailto:ugcdrs201621@gmail.com">ugcdrs201621@gmail.com</a>)</b> <b>For any Query Contact Mr. Vicky Kaptan (Mo. No. 7874907277)</b>		

Prof. Adhya B. Saxena  
Coordinator

Prof. Vibhuti P. Parikh  
Dy. Coordinator

Head-History

Dean