



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Vadodara – 390 002, Gujarat, India.

Accredited Grade 'A' by NAAC

Estd. 1949

NOTIFICATION : No. ADE 10/15/2020-2021

The Maharaja Sayajirao University of Baroda invites 'Online applications' for Non-Teaching Officers' Cadre Post as under:

1. Deputy Registrar – 1 Post (1 ST)

2. Assistant Registrar – 2 Posts (1 SEBC), (1 Open - unreserved)

Eligibility criteria and other general terms and conditions with other details can be downloaded from website www.msubaroda.ac.in. The candidate shall be required to apply only online up to 23-04-2021 till 5.30 P.M at: <http://cc.msubaroda.ac.in/RecAdminStaff/>. The downloading of online application will start on 30-03-2021 after 11.30 A.M onwards.

Note:

The Candidate / Applicant is requested to download the following documents appended herewith this Notification.

- i) Recruitment Rules
- ii) Prerequisite to apply and submit online application form for non-teaching officers' cadre posts
- iii) General terms and conditions applicable to Non-teaching officers' cadre posts

Place: Vadodara

Dr.K.M.Chudasama

Date: 30-03-2021

Registrar (Officiating)



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

(1) Deputy Registrar (1 Post – 1 ST,): (Level-11, Minimum Pay ₹. 67700 as per Pay Matrix) As per 7th Pay Commission GOG GR. Dt. 20-09-2017

Minimum Qualifications:

- I. A full time Master degree in any discipline with at least 55% of the marks (or An Equivalent Grade in a Seven-Point Scale wherever Grading System is followed as per UGC Norms) from any of the University established or incorporated by or Under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a University Under Section 3 of the University Grants Commission Act, 1956;
- II. a) At least 9 years of experience as Assistant Professor/Lecturer or Equivalent in the A.G.P. of ₹.6000 and above as per 6th Pay Commission out of which 3 years' experience in Academic Administration is desirable.

OR

At least 9 years Comparable Experience in research establishment and or Higher Education Institutions in the A.G.P. of ₹.6000 and above as per 6th pay commission.

OR

- b) At least 5 years' relevant Administrative/ Managerial Experience in the capacity of the Post of 'Assistant Registrar' in the Central University/ State University/ Higher Education Institution in the Grade Pay of ₹.5400/- and above as per 6th Pay Commission **OR** Comparable Research Experience in research establishment in the Grade Pay of ₹.5400/- and above as per 6th Pay Commission.

OR

At least 5 years Equivalent Administrative/ Managerial /Officer level Post in the State Government/ Central Government / Semi-Government / Public Sector Unit/ Government Grants-in-Aid Organization /Government Undertaking Organization/ Board in the Grade Pay of ₹.5400/- and above as per 6th Pay Commission.

- iii. Have passed the Qualifying Examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
- iv. Possess adequate knowledge of English and Gujarati or Hindi or both.
- v. **Age limit:** For Direct Recruitment not more than 40 years.
(In case those candidates having minimum 5 years' work experience preferably in the recognized University/Higher Education Institution, shall be considered Eligible for relaxation in maximum age limits by 5 years)



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

(2) Assistant Registrar:2 Posts (1 Post (SEBC), 1 Post General (Unreserved))
(Level-10, Minimum Pay ₹. 56100 as per Pay Matrix) as per 7th Pay Commission
GOG GR. Dt. 20-09-2017)

Minimum Qualifications:

- I. *A full time Master degree in any discipline with at least 55% of the marks (or An Equivalent Grade in a Seven-Point Scale wherever Grading System is followed as per UGC Norms) from any of the University established or incorporated by or Under the Central or State Act in India or any other Educational Institution recognized as such or declared to be deemed as a University Under Section 3 of the University Grants Commission Act, 1956;
- II. At least Five years of Administrative Experience at Supervisory level in Academic Administration / Establishment/Examination/Finance/Governance of the Central University/State University in the Post having in the A.G.P. of ₹.4600/- and above Grade Pay as per 6th Pay Commission.

OR

At least 3 years of full-time teaching experience as an 'Assistant Professor' in Central University/ State University / Higher Education Institution (experience of Academic Administration is desirable).

OR

At least Five years comparable experience in research establishment and or other institutions of Higher Education having Equivalent Administrative/ Managerial /Officer level Post Experience in in State Government/ Central Government / Semi-Government / Public Sector Unit/ Government Grants-in-Aid Organization /Government Undertaking Organization/ in the A.G.P. of ₹.4600/- and above as per 6th Pay Commission.

Desirable:

- knowledge and working experience about working in activities related to academic administration as well as Accreditation, Ranking, liaison with the Government bodies for approval he/she shall responsible for development, application from Statutory Bodies/Councils etc. for various academic and administrative activities of the University.
 - knowledge and working experience about the Purchase Procedures, Compliances Purchase Manual of Government System, Government e-Market Place (GEM) Portal, bidding as well as e-tendering/n-procure procedures etc.
- III. Have passed the qualifying examination for Computer Knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 as amended from time to time.
 - IV. Possess adequate knowledge of English and Hindi or Gujarati or both.

V. Age limit:

For Direct Recruitment not more than 40 years.

(In case those candidates having minimum 5 years work experience preferably in the recognized University/Higher Education Institution, shall be considered Eligible for relaxation in maximum age limits by 5 years)



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

NOTIFICATION NO.: ADE10/15/2020-2021

PREREQUISITE TO APPLY AND SUBMIT ONLINE APPLICATION FORM FOR NON-TEACHING OFFICERS' CADRE POSTS

The Maharaja Sayajirao University of Baroda (MSUB) , Vadodara accredited with Grade "A" by NAAC in December, 2016 invites Applications for the following Non-Teaching Officers' Cadre Posts:

1. Deputy Registrar 01 Post (1 ST)

2. Assistant Registrar 02 Posts (1 SEBC),(1 Open - unreserved)

1. The Eligible and interested Applicants/Candidates shall be required to **"Apply Online"** **only** in the format available on the official Website of the Maharaja Sayajirao University of Baroda, Vadodara.
2. The Eligible and interested Applicants/Candidates are advised to download, carefully read as well as study '**General Terms and Conditions Applicable to Non-Teaching Officers' Cadre Posts**' concerning minimum educational qualifications and minimum eligibility criteria as well as various other details available on the official Website of MSUB, Vadodara that can be downloaded from the official Website of the Maharaja Sayajirao University of Baroda, Vadodara :
<http://cc.msubaroda.ac.in/RecAdminStaff/> and/or
<http://msubaroda.ac.in>
3. The Eligible and interested Applicant/Candidate has to apply online and confirm submission of his/her application on or before **Friday, 23rd April 2021, till 5:30 P.M.** at:
<http://cc.msubaroda.ac.in/RecAdminStaff/>
4. The Eligible and interested Applicants/Candidates are advised to go through the 'Eligibility Criteria' carefully before filling up the online application form.
5. The Eligible and interested Applicant/Candidate has to first register themselves for submitting his or her online application for the Non-Teaching Officers' Cadre Posts.
6. Once the eligible and interested applicant/candidate has applied and confirmed his/her application form online, the candidate shall **NOT** be permitted to edit anything in the application form and only confirmed application will be considered for the further recruitment process.

7. Unconfirmed and incomplete applications shall **NOT** be considered under any circumstances.
8. Valid Mobile Number and e-Mail Id shall be compulsorily required for '**Online Registration**' to fill in and submit his /her online application form as well as also for receiving all future communications.
9. Valid Mobile Number is compulsorily also required to receive SMS based Notifications/Communications related to the online application; Login details etc.
10. The application fees shall be required to be paid through '**Online Mode**' only (Net Banking, Credit Card, ATM-Cum- Debit card etc.). Google Pay / Wallet Payment is **NOT** preferred.
11. Access to an online payment facility/service such as Net Banking, Credit Card, ATM-Cum-Debit Card shall be required for making online payment of application Fee. (Due to payment issues, Payment through Google Pay is **NOT** preferred)
12. A recent scanned Passport Sized Colour Photograph of 3.5 x 3.5 cms (Avoid White/ Light Background) of Candidate/Applicant in JPG, JPEG & PNG format only having 80% coverage of face (The digital size of the file must be up to 50 KB and resolution 200 Pixels X 230 Pixels shall be preferred).
13. Scanned Signature of candidate/applicant using Blue/Black Pen on White Sheet in JPG, JPEG & PNG format only (the digital size of the file must be up to 50 KB and resolution 140 pixels X 60 pixels shall be Preferred).
14. The candidate/applicant shall be required to upload scanned copies of Minimum Educational Qualifications, Mark Sheets, Degree Certificates, Experience Certificate etc. Proof of Date of Birth, Copy of Valid Caste/PwD/EWS Certificate (as applicable), Salary Certificate including Academic Grade Pay/Grade Pay drawn by him /her, copy of form 16 and 'No Objection Certificate' (NOC) from the present employer (if employed), etc. along with copy of various other essential and relevant Documents/Certificates duly signed with affixing date on it as well as duly Self-Attested by the candidate /applicant to substantiate his or her claim in fulfillment of Eligibility Criteria and justification of his/her candidature in PDF format only (The digital size of the PDF file must be up to 512 KB only).
15. Bank charges towards the Online Payment Service as applicable shall be required to borne by the concerned candidate/applicant only.
16. The University reserves the right to conduct offline and or online recruitment process or the recruitment process in blended mode which would include Written Test and or Personal Interview etc. as the case may be.
17. The University shall not be held responsible in any way if due to technical reasons if candidate/applicant fails to participate online in the Written Test and or appear online for Personal Interview before the selection committee in the respective time slot that would be conveyed to the concerned short-listed eligible Candidate(s)/Applicant(s) only with various other necessary details as the case may be.

18. The Eligible and interested Applicants/Candidates are advised to retain registered valid mobile number and registered e-Mail Id which only would be used by the university to send SMS and all kind of communications related to the online application(s) submitted to the university.
19. All kinds of Information / Notifications / Intimation letters for Written Test/ Call Letters for Personal Interviews etc. to shortlisted eligible candidates will be available only in concerned candidate's individual user account at <http://cc.msubaroda.ac.in/RecAdminStaff/>
20. Any Corrigendum /Addendum for any further information and or update shall be uploaded only on the Website of the Maharaja Sayajirao University of Baroda, Vadodara and/or <http://cc.msubaroda.ac.in/RecAdminStaff/> and that shall be considered as official Announcement/Acknowledgment/Notification. Accordingly, candidates are advised to regularly visit the official website of the Maharaja Sayajirao University of Baroda, Vadodara and/or <http://cc.msubaroda.ac.in/RecAdminStaff/>

Place: Vadodara

Date: 30-03-2021

Dr. K. M. Chudasama

Registrar (Officiating)



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

NOTIFICATION NO. ADE10/15/2020-2021 Dated: 30-03-2021

GENERAL TERMS AND CONDITIONS APPLICABLE TO NON-TEACHING OFFICERS' CADRE POSTS

The Maharaja Sayajirao University of Baroda (MSUB), Vadodara accredited with Grade "A" by NAAC in December, 2016 invites Applications for the various following Non-Teaching Officers' Cadre Posts:

The Eligible and interested Applicants/Candidates are advised to carefully read as well as study following 'General Terms and Conditions Applicable to Non-Teaching Officers' Cadre Posts'

1. Deputy Registrar 1 Post (01 ST)

2. Assistant Registrar 2 Posts (01 SEBC), (01 Open - unreserved)

01	Fully eligible and interested Candidate(s)/Applicant(s) shall be required to apply and submit application form online at the University website of the Maharaja Sayajirao University of Baroda(MSUB), Vadodara : http://cc.msubaroda.ac.in/RecAdminStaff/
02	Applications sent through any other mode, except online, will not be accepted/considered.
03	The Candidate(s)/Applicant(s) should meet the minimum qualifications and eligibility criteria and shall be required to provide information which he/she possesses as on the last date of submission of the online application as per this Notification.
04	Candidate(s)/Applicant(s) who has not acquired the Educational Qualifications as on the closing date / last date of submission of online application as mentioned in this Notification, shall not be considered eligible and he/she need not apply.

05	The Candidate(s)/Applicant(s) are advised to upload online applications on the Recruitment Portal of the MSUB well in advance without waiting for the last date to avoid any kind of delays, technical errors etc. due to the unforeseen events or circumstances.
06	The Candidate(s)/Applicant(s) must upload Photograph, Signature, Copies of Minimum Educational Qualifications, Fulfillment of Eligibility Criteria, Experience, Proof of Date of Birth, Copy of Valid Caste/PwD/EWS Certificate (as applicable), Salary certificate including Academic Grade Pay/Grade Pay drawn by him /her, Form 16 and 'No Objection Certificate' (NOC) from the present employer (if employed), etc. along with copy of various other essential and relevant Documents/Certificates duly signed with affixing date on it as well as duly Self-Attested by the candidate /applicant to substantiate his or her claim in fulfillment of Eligibility Criteria and justification of his/her candidature in PDF format only (The digital size of the PDF file must be up to 512 KB only).
07	No updating of Educational Qualifications and experience will be entertained after the last due date of the submission of online application.
08	Before applying, the candidates are expected to ensure that he/she fulfils/meets the eligibility criteria and various other norms, terms and conditions as mentioned in this Notification.
09	<p>The online application form fee is ₹1000/- (₹250 for SC/ST/SEBC/EWS) Candidates that is required to be paid using Net Banking, Credit Card, ATM-Cum- Debit card etc.</p> <p>This aforesaid form fee shall NOT be accepted in Cash, through Money Order or Postal Order or through any other financial instrument except Credit/Debit Cards.</p> <p>Person with Benchmark disability (PwBD) is totally exempted from payment of prescribed application form fees upon submission of the relevant Disability Certificate issued by the competent authority as per the Policy of Government of Gujarat.</p> <p>The online applications processing fee is non-refundable, and no enquiries shall be entertained in this regard by the MSUB, Vadodara.</p>
10	The candidates are advised to submit the application well in advance so that last minute rush is avoided. The MSUB shall not be responsible for any network problem on the user end or any other user level issues while applying online.
11	The MSUB shall not be responsible for any loss of e-Mail, loss of any communication due to wrong address as provided by the candidate(s)/applicant(s).

12	It is compulsory to fill Separate online application for each of the Notified Post if the eligible candidates/applicants wishes to submit application for more than one Post
13	The candidate(s)/applicant(s) should have obtained his or her degree of Graduation, Post-Graduation etc or equivalent degree from a recognized university/institution as approved and recognized by the UGC/AICTE/PCI etc. as per the Regulations of such other Statutory Bodies, Councils etc., and subsequent amendments, if any shall be applicable as amended from time to time.
14	Grade point which is on a Scale of seven, following mechanism shall be referred to ascertain equivalent marks in percentages (Please Refer Annexure-I).
15	Candidate(s)/Applicant(s) who have been awarded degrees from foreign Universities should enclose ' Equivalence Certificate ' issued by the Association of Indian Universities, New Delhi.
16	The MSUB reserves the right to ask candidate to submit ' Equivalence Certificate ' for various degrees from any of the Candidate/Applicant.
17	The Candidate(S)/Applicant(s) for the Posts notified have to keep a set of application with documents duly photocopied with him/her for record and the same shall be required to be submitted as and when required alike at the time of verification of document / Written Test / Personal interview, etc. if shortlisted/selected as the case may be.
18	The Candidate(s)/Applicant(s) must indicate his/her Caste/Category in the application column of the application form (SC, ST, UR, SEBC, EWS etc). It is mandatory for applicant to mention the Caste / Category and Category Post Applied for. The Candidature of the applicant will be considered for the "Category Post Applied for" only.
19	Incomplete applications shall be summarily rejected and no correspondence in this regard shall be entertained. NO representation in this regard will be entertained.
20	In case of any difficulty while submitting online application, the Candidate(s)/Applicant(s) should contact only via e-mail at: nonteaching-recruitment@msubaroda.ac.in for software/technical support and general information for filling up and submission of online application. It may be noted that the queries other than filling up and submission of online application will not be entertained at all.

21	The Candidate(s)/Applicant(s) should note that Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an Equivalent Certificate available on the date of submission of application will only be accepted by the MSUB for determining the age-eligibility and no subsequent request for its change will be considered or granted.
22	Those Candidate(s)/Applicant(s) who are already in service in Government/Autonomous Bodies/PSUs, etc. should upload online the 'No Objection Certificate (NOC)' (OR) He/She shall be required to produce the NOC at the time of any stage of the recruitment process. The university reserves right NOT to permit candidate without NOC in the selection process such as written test and or personal interview etc. as the case may be.
23	The university reserves the right to ask for Vigilance Clearance and Integrity Certificate from the Candidate(s)/Applicant(s) as the case may be.
24	The Candidate(s)/Applicant(s) applying for the posts where experience is prescribed and if she/he is serving/has served in Public Sector undertakings/Corporate Institutions etc. of repute shall upload Form 16 of relevant years and salary slips (first i.e. joining and last i.e. relieving) along with details of work experience, to arrive at the equivalence of the experience, failing which claim of experience will not be considered/entertained.
25	The benefits of the reservation for the aforesaid posts shall be applicable to the Gujarat Domicile candidates only and Reservation Policy of the Gujarat Government will be applicable as the case may be.
26	A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Socially and Economically Backward Classes (SEBC), (Non-Creamy Layer)/Differently able ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotors disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid-Attack Victims and Muscular Dystrophy; (d) Autism, Intellectual Disability, specific Learning Disability and Mental Illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the Grading System is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

27	Persons with disability (PwD) having disability less than forty percent will not be considered. The disability certificate shall be from a Competent Medical Board constituted by the Central or State Government Hospital. Therefore, such persons should meet the prescribed criteria of physical disability of the respective category as per the Government of India rules.
28	The Economically Weaker Section (EWS) candidates/applicants will be required to upload a valid certificate (Issued by the competent authority of Government of Gujarat) for the purpose of reservation in appointment to the posts under EWS reservation.
29	The Socially and Economically Backward Class (SEBC)-Non-Creamy Layer candidates will be required to upload a Valid Caste Certificate (Issued by the Competent authority of the Government of Gujarat) for purpose of reservation along with latest valid Non-Creamy Layer Certificate and self-declaration as per Annexure that he/she does not belong to the creamy layer as on the closing date of submission of applications.
30	The Candidate(s)/Applicant(s) should not have been found guilty by the any statutory authority or by his or her earlier Employer and should not have been convicted or trialled for any offense or misconduct or misbehaviour by any Court of Law and by any statutory authority in his past /present services, if employed as the case may be.
31	The Candidate(s)/Applicant(s) who are already in service shall have to submit a Certificate from the present employer to the effect that ' NO ' disciplinary proceeding is pending or contemplated against him/her in his past/present services, if employed as the case may be.
32	The Candidate(s)/Applicant(s), who have obtained Degrees or Diplomas or Certificates for various academic programs from any Educational Institution/Bodies etc. which has been declared fake and or has been derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the Posts notified by the University.
33	For the ease of verification of document, eligibility and scrutiny of application form, candidates/applicants are advised to submit his/her online application along with supporting Documents, Certificates, Annexures, Enclosures etc. with proper pagination and index.
34	The overall selection procedure for the selection may incorporate methodology of analysis of the merits and credentials of the candidate(s)/applicant(s) based on the weightage given to the performance of the candidate(s)/applicant(s) in different relevant parameters such as educational qualifications, experience as well as written test and personal interview as the case may be.

35	The Maharaja Sayajirao University of Baroda reserves the right to call limited number of candidates/applicants for the Personal Interview against the available vacancy after scrutiny considering performance of the candidate(s) /Applicant (s) in the written test.
36	The university reserves its right to assess/evaluate the ability of the candidate(s)/applicant(s) for Academic Administration, and his or her capacity to use the latest tools of information technology, Software and Online Platforms/Portals, Enterprise Resource Planning (ERP) Software etc.
37	Mere possession and fulfillment of the prescribed minimum qualifications and experience would not entitle a candidate/applicant to be considered for the recruitment process.
38	The scrutiny of applications shall be based on the provisions stipulated under Ordinances and as per the Service Rules and Regulations of the Maharaja Sayajirao University of Baroda, Act 1949 as well as those that are stipulated by the Government of Gujarat in force and that shall be amended from time to time as the case may be.
39	The MSUB shall display only the Application Numbers of the Short-listed Candidate(S)/Applicant(s) for written Test and Personal Interviews on the Website of the MSUB,Vadodara.
40	The MSUB will send e-Mails for Written Test and Personal Interview to the short-listed Candidate(S)/Applicant(s) only.
41	The Candidate(s)/Applicant(s) in their own interest are advised to regularly check his or her registered e-Mail account with the MSUB for updates, if any.
42	The Candidate(s)/Applicant(s) shall be required to regularly visit and check MSUB Website for Updates/Corrigendum, if any. Issuance of Notifications in the Newspaper is NOT obligatory on the part of the MSUB, Vadodara.
43	The Candidate(s)/Applicant(s) in their own interest shall be required to regularly visit and check MSUB Website: www.msubaroda.ac.in for any updates, if any
44	No Correspondence in any mode of any kind shall be entertained with Candidate(S)/Applicant(S) who are NOT short-listed to be called for Written Test and or Personal Interview as the case may be.
45	No TA/DA or local conveyance shall be paid to shortlisted Candidate(S)/Applicant(S) called for the Written Test and Personal Interview as the case may be.
46	Canvassing or bringing influence in any form shall automatically disqualify the candidature for all the Posts for which the Candidate(S)/Applicant(S) has submitted his/her application to the MSUB,Vadodara.

47	The MSUB reserves the right to raise the Minimum Eligibility, Educational Qualifications, Experience, etc. in order to restrict the number of candidate(s)/applicant(s) to be called for the Written Test and Personal Interview and reserves the right not to consider the application(s) without assigning any reason thereof as the case may be.
48	The MSUB reserves the right to fill in all the Non-Teaching Officers' Posts or alter the number of such Posts or even cancel the whole recruitment process without assigning any reason thereof and or without issuing any Notification as the case may be.
49	The decision of the University in all matters relating to Minimum Eligibility, Educational Qualifications, Experience etc. as well as acceptance and/or rejection of application (s), penalty for false or misleading information, mode of selection, conduct of off-line and online written Test / Personal interview, selection and appointment of Posts within the MSUB of Candidate(s)/Applicant(s) will be considered as final and binding on the candidates/applicants. NO Enquiry and or Correspondence in any mode shall be entertained in this regard without assigning any reason thereof and or without issuing any Notification as the case may be.
50	University reserves the right to alter/insert any Corrections/Additions/Modifications/Deletions in this Notification in the event of any typographical error etc. before the last due date of the submission of online applications, for which the Candidate(S)/Applicant(S) shall be required to carefully read ,study and go through and also take note of such necessary changes, if any, made on the Website of the MSUB: www.msubaroda.ac.in as the case may be.
51	The University reserves the right to hold online and or offline Written Test, and or Personal interview for any or all of the Notified Post(s) of Non-Teaching Officers' of the MSUB, Vadodara as the case may be.
52	The University reserves the right to fill up or not to fill in the notified post or to Postpone recruitment process for any or all of the Notified Post(s) of Non-Teaching Officers' of the MSUB, Vadodara, and no notice in this regard will be issued without assigning any reason thereof and also without issuing any Notification as the case may be.
53	The MSUB will not enter into correspondence with the Candidate(S)/Applicant(s) about reasons for their non-selection in the recruitment process.

54	Appointment of selected candidate(s)/applicant(s) shall be subject to verification of Minimum Eligibility, Educational Qualifications, Experience etc. as well as verification of category, caste, character and antecedents from the concerned competent authorities and completion of other formalities as per the Handbook of the MSUB, Statutes, Ordinances as well as Syndicate Resolutions the MSUB, Vadodara and Service rules of the Government of Gujarat in force as the case may be.
55	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter and even after completion of appointment formalities by the MSUB, Vadodara and under such circumstances University reserves the right to modify/withdraw/cancel any communication made to the candidate(s)/applicant(s).
56	The MSUB, Vadodara shall verify Minimum Eligibility, Minimum Educational Qualifications, relevant Experience etc. as well as verification of category, caste, character and antecedents and documents/certificates as submitted by Candidate(S)/Applicant(s) at any time, at the time of appointment or during the entire tenure of service at MSUB, Vadodara. In any case, if it is detected by the MSUB that the documents/certificates submitted by the candidate(s)/applicant(s) are fake, illegal, fraudulent etc. or the candidate(s)/applicant(s) has undesirable clandestine antecedents/background and has suppressed such information, his/her services shall be liable to be terminated with immediate effect.
57	The Candidate(s)/applicant(s), who knowingly or wilfully furnish incorrect or false particulars or suppresses material information, will be disqualified and, if appointed, will be liable to dismissal from service without prior notice.
58	The service conditions of selected candidate(s)/applicant(s) shall be governed by the provisions of MSUB, 1949 Act, Statutes, Ordinances as well as Syndicate Resolutions the MSUB, Vadodara and Service rules of the Government of Gujarat in force and that shall be amended from time to time as the case may be.

59	The selected Candidate(S)/Applicant(s) including In-Service Candidate/Applicant shall be governed by rules/regulations/resolutions as prescribed specifically for maintaining the Code of Conduct of the employees of the MSUB and that of Government of Gujarat along with adherence of the Provisions of MSUB, 1949 Act, Statutes, Ordinances as well as Syndicate Resolutions of the MSUB, Vadodara and Service rules of the Government of Gujarat in force and that shall be amended from time to time as the case may be.
60	Before the candidate/applicant is finally appointed in the MSUB, he/she shall be required to produce a medical certificate of physical fitness from the Health Centre of the MSUB, Vadodara.
61	The language of academic administration in the MSUB is English. However, knowledge of Gujarati language is desirable. Those candidate(s)/applicant(s) who have not cleared Gujarati language as a subject at the SSC/HSC/Degree level, he/she shall be required to pass Gujarati Proficiency Test before his/her confirmation on the Post on which he/she has been appointed by the MSUB,Vadodara.
62	The candidate(s)/applicant(s) should have preferably passed the Course on Computer Concept (CCC+) Examination as per the directives and prescribed rules of the Government of Gujarat, failing which he/she shall have to pass the CCC+ Examination during the period of his/her probation and shall be considered as pre-requisite for confirmation on the post on which he/she has been appointed by the university.
63	In case those candidates having minimum 5 years work experience preferably in the recognized University/Higher Education Institution, shall only be considered eligible for relaxation in maximum age limits by 5 years.
64	The candidate(s)/applicant(s) should have also preferably cleared Hindi language as a subject at the SSC/HSC/Degree level, if not he/she may be required to clear Hindi subject at the SSC/HSC or equivalent examination as per the directives of the Government of Gujarat as the case may be.
65	The pay scale to be offered shall be as per 7 th Pay Commission vide Government of Gujarat Resolution Number: MSU-1217-130-KHR, Dt. 20-09-2017 along with other admissible allowances shall be subject to final approval of the Government of Gujarat as the case may be.

66	<p>The Maharaja Sayajirao University of Baroda reserves the right:</p> <p>i) To withdraw this Notification either partly or wholly at any time without assigning any reason to this effect;</p> <p>ii) To make any Edition/Deletion/Alteration/Modification and changes in matter of terms and conditions as given in this Notification of recruitment, as directed by concerned authorities such as MHRD, New Delhi, Government of India and various other Statutory Bodies/Councils etc. and or also as per the directives of the Government of Gujarat as the case may be.</p>
67	<p>In case of any dispute/ambiguity that may occur in the recruitment process, the decision of the Vice Chancellor, the Maharaja Sayajirao University of Baroda in all matter relating to Minimum Qualifications, Minimum Eligibility, Experience etc., Acceptance or rejection of Application and Candidature , Mode of off-line and online written Test as well as Personal interview shall be final. No query or correspondence will be entertained in this connection from any individual or other agency.</p>
68	<p>Selected candidates/applicants can be posted in any Faculty/College/ Institute of the Maharaja Sayajirao University of Baroda and have to assume any additional responsibility assigned by the competent authorities of the University.</p>
69	<p>Only candidates with Indian citizenship can apply.</p>
70	<p>Candidate should have knowledge of English, Gujarati, and Hindi languages.</p>
71	<p>All the required information as well as instructions regarding written Test, Personal Interviews etc. shall be communicated on the registered mobile number and or e-mail mentioned in the application form by the Candidate/Applicant. Therefore, it is mandatory for the Candidate/Applicant to give the mobile number in the relevant column in the online application form and retain that mobile number and in case If the candidate does not receive SMS notification due to change or closure of mobile number, it will be NOT the responsibility of the university.</p>
72	<p>The candidate(s) are advised to carefully read following points given as illustrative list, due to which his/her application can be summarily rejected by the Scrutiny Committee of the University.</p> <p>i) Application has NOT been uploaded as per guidelines and instructions.</p> <p>ii) If the details given in the application are misleading, ambiguous, incomplete or inconsistent or incorrect or false.</p> <p>iii) Application sent by fax/e-Mail/Post or submitted in person.</p> <p>iv) Candidate has NOT paid the requisite application fee till the last Day, Date and Time as mentioned in this Notification by the MSUB, Vadodara.</p> <p>v) Caste Certificate from the competent authority of the Government of Gujarat is NOT uploaded before the last date of online submission of application form as the case may be.</p> <p>vi) Applications which have NOT been submitted online with supporting required documentary evidences as mentioned in this Notification will be summarily rejected by the university.</p> <p>vii) The candidate has sent hardcopy of application shall neither be accepted nor it will be considered for the recruitment process by the university.</p>

	<p>viii) As regards salary, the salary certificate indicating the present Academic Grade Pay(AGP)/ Grade Pay (GP), latest salary slip, scan copy of form 16 etc. shall be required to be uploaded to substantiate his /her claim and candidature for the Post for which he/she has applied and to support information given in the application form without which his/her application shall be considered as an incomplete application and it will be summarily rejected by the university.</p>
73	<p>The Maharaja Sayajirao University of Baroda reserves the right to:</p> <ul style="list-style-type: none"> i) Fix the criteria for scrutinizing/screening the applications to reduce the number of candidates to be called for further recruitment process; ii) Conduct Online Written Test and or Personal Interview of the Candidate(S)/Applicant(s) using suitable Electronic/Online Platform/Devices/Facilities etc. iii) Withdraw the Notification either partly or fully at any time without assigning any reason to this effect; iv) Not to fill up any of the notified Post(s)/Position(s); v) Increase/decrease the number of vacancies on its own discretion; vi) Modify/Withdraw/Cancel any communication made to the Candidate(S)/Applicant(s) at any stage in the recruitment/selection process in case any inadvertent mistake is detected even after issue of appointment letter vii) Alter/insert any corrections/additions in the Notification/Website in the event of any typographical error etc. before the last date of receipt of applications. viii) The candidates are advised to visit the University Website regularly. <p>The decision of the Competent Authorities Maharaja Sayajirao University of Baroda would be final and binding in all respect and same shall NOT be challengeable in any Court of law.</p>
74	<p>Errors and omissions in this Notification and selection process are subject to corrections as per the Rules and Regulations of MHRD, New Delhi, and Government of Gujarat, and Government of India, in force and as amended from time to time and latest orders at the time of selection process shall be applicable.</p>
75	<p>As per the MSU Act, 1949, Statutes, Ordinances and Rules of the MSUB, Vadodara, the appointing authority for all Non-Teaching Posts is Syndicate of the Maharaja Sayajirao University of Baroda, Vadodara.</p>
76	<p>The decision of The Maharaja Sayajirao University of Baroda shall be final and abiding to all concerned and in case of any legal dispute the jurisdiction in force shall be Vadodara, Gujarat State only.</p>
77	<p>Recruitment Policy of the Statutory authority i.e. Government of Gujarat, UGC, AICTE etc and other Statutory Bodies/Councils etc. shall be applicable as the case may be.</p>
78	<p>No information will be provided under RTI ACT or under any other application form till the entire recruitment process is completed.</p>

79	Change in the name of Candidate in any official documents will be considered only with reference to official gazette copy or marriage certificate and the required documentary evidence must be uploaded with the application.
80	<p>Misconduct:</p> <ul style="list-style-type: none"> i) Candidate(S)/Applicant(s) are warned not to give any false or incorrect or misleading information in the online application as well as she/he should not hide any kind of data and information. ii) Candidate should not also modify or alter the original documents submitted by him or her or the certified copy under any circumstances or to tamper with any other document or she/he should not submit such tampered/forged documents. iii) Candidates shall be responsible to clarify if there are any inaccuracies or discrepancies in any kind of data and information as well as document submitted online by him /her as the case may be. iv) Candidate should upload scanned copy of documents duly signed with date and with self-attestation without fail. Original scanned Certificates of Minimum Educational Qualifications, Age certificate etc. shall be uploaded.
	<p>Format for No-Objection Certificate (For In-Service Candidate /Applicant)</p>
	<p>Applicants serving under Government, Quasi-Government, Public Sector Undertaking and Autonomous Organizations should apply through proper channel and submit the No Objection Certificate from their present employer as per following format:-</p> <p>Mr./Mrs./Ms.is working in this organization in the capacity as....._from.....to.....and the institution/organization has no objection to his/her candidature being considered for the Post of _____applied by him/her at the Maharaja Sayajirao University of Baroda, Vadodara.</p> <p>Place: _____ Signature of Head of the Institution</p> <p>Date:_____ Name:</p> <p>Fax _____ Designation:</p> <p>e-Mail: _____ Address:</p> <p style="text-align: right;">(Office Seal)</p>

Place: Vadodara
Date: 30-03-2021

Dr. K. M. Chudasama
Registrar (Officiating)

ANNEXURE - I

UGC REGULATIONS

<i>Grade</i>	<i>Grade Point</i>	<i>Percentage Equivalent</i>
'O' – Outstanding	5.50-6.00	75-100
'A' – Very Good	4.50-5.49	65-74
'B' – Good	3.50-4.49	55-64
'C' – Average	2.50-3.49	45-54
'D' – Below Average	1.50-2.49	35-44
'E' – Poor	0.50-1.49	25-34
'F' – Fail	0-0.49	0-24

AICTE REGULATIONS

If a grade Point System is adopted the CGPA will be converted into equivalent marks as below*.

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

EDUCATION

<i>Grade Points</i>	<i>Description</i>	<i>% of marks</i>	<i>Grade</i>	<i>Percentage Equivalent</i>
10	Outstanding	90.1% < M < 100.0%	O	9.01-10.00
9	Excellent	80.1% < M < 90.0%	A	8.01-9.00
8	Very Good	70.1% < M < 80.0%	B	7.01-8.00
7	Good	60.1% < M < 70.0%	C	6.01-7.00
6	Fair	50.1% < M < 60.0%	D	5.01-6.00
5	Average	40.0%	E	4.00-5.00
4	Dropped	< M < 50.0% 0.00% < M < 40.0%	F	<4.00

Note: Equivalent Percentage should be calculated from CGPA with only one decimal precision.

Place: Vadodara
Date: 30-03-2021

Dr. K. M. Chudasama
Registrar (Officiating)