



**HIGHER PAYMENT PROGRAMME
DEPARTMENT OF FOODS AND NUTRITION
FACULTY OF FAMILY & COMMUNITY SCIENCES
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA 390-002**

Phone : 0265-2795526
Tele : 0265-2795522 [Ext.33]
Grams : “HOMSCIENCE”

DATE: 05/10/2016

No. F. C. Sc. / FND /HPP-FN/

NOTIFICATION

Applications are invited in plain paper along with Bio-Data for the Temporary Posts of Non-Teaching staff for B.Sc (Honors) Foods & Nutrition programme, Department of Foods & Nutrition, Faculty of Family and Community Sciences, The Maharaja Sayajirao University of Baroda for the year 2016-2017.

The duly- filled in application form along with Xerox copies of required certificates and documents should be submitted at the address mentioned below on or before 15th October 2016, 12:00 Noon. Candidate should possess the required qualifications on the last date of application.

Sr. No.	Designation	Qualification	Institute	Salary Per Month
1	Head Clerk	M.Com from a recognized University with Minimum 1 year of working experience or B. Com with 5 years of working experience in audit, accounting, book keeping. Working knowledge of administration, rules & procedural formality would be preferred.	B.Sc. (Honors) Foods and Nutrition	13500/-
2	Accounts Clerk	Graduate from any discipline preferably in commerce with good knowledge of softwares like Microsoft applications, tally etc.	B.Sc (Honors) Foods and Nutrition	7800/-
3	Clerk	Graduate from any discipline with working knowledge in computer operation, internet operation and knowledge of general administration.	B.Sc (Honors) Foods and Nutrition	7800/-

Candidates should submit their application in a sealed envelope either personally or by post / courier along with attested copies of certificates, mark sheets and testimonials to

**Dr. ANNIE KURUVILLA
ASSOCIATE DIRECTOR
B.SC. (HONORS) PROGRAM IN FOODS AND NUTRITION
DEPARTMENT OF FOODS AND NUTRITION
FACULTY OF FAMILY AND COMMUNITY SCIENCES
THE M S UNIVERSITY OF BARODA
VADODARA – 390002.**

Applicants should mention the post applied for on the envelope.

Last date to receive the application : 15/10/2016

Time and Date of Interview : 17/10/2016

**Venue : Dean's Office,
Faculty of Family & Community
Sciences**

Note: Applicant has to appear for interview at his or her own expense. No TA/DA shall be provided to the applicant.

1. Self-attested photocopies of all academic records to be attached with the application form.
2. Originals as well as copies of the entire academic and other relevant certificate to be carried at the time of interview.
3. The candidates have to report 30 minutes prior to the interview time.

Copy to:

1. The Registrar (ADE), The M.S. University OF Baroda
2. The Dean, Faculty of Family and Community Sciences, The M.S. University of Baroda
3. Head of the Dept. of HDFS / HM / CT / FN / HSEC
4. The Director, University Employment Bureau, CASE Bldg., Vadodara
5. The Dean, Faculty of Science, The M.S. University of Baroda
6. The Dean, Faculty of Social Work, The M.S. University of Baroda
7. The Dean, Faculty of Fine Arts, The M.S. University of Baroda
8. Registrar (OSD) The M.S. University of Baroda.
9. Chief Account officer , The M.S.University of Baroda
10. University Auditor, The M.S.University of Baroda

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VADODARA – 390002.**

**PROF. UMA IYER
PROGRAMME DIRECTOR
B.SC. (HONORS) FOODS AND NUTRITION
DEPARTMENT OF FOODS AND NUTRITION
FACULTY OF FAMILY AND COMMUNITY SCIENCES
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
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