

Faculty of Social Work

The Maharaja Sayajirao University of Baroda

Notification No. FSW06 / DATED 06-04-2017
Last date for submission of application form is 20-04-2017

Applications are invited for the Following posts in the Centre for Excellence in CSR of Faculty of Social Work, The Maharaja Sayajirao University of Baroda be filled on **Temporary Basis** for project duration, as per the requirement of the program. The details of the posts, qualifications etc. is as under:

(A) RESEARCH/ PROGRAM OFFICER:

1. Name of the Post : Research/ Programme Officer
2. No. of Posts : 01 (One)
3. Nature of the appointment : Purely temporary basis (09 Months)
4. Salary : **Rs. 20,000/- (Consolidated)**
5. Educational Qualifications :

Good Academic Record with at least 55% marks or an equivalent grade at Master's Degree Level in the M.S.W./ M.H.R.M./ M.A. in Social Work/ M.A. Psychology/Sociology / M. Sc. (F.C.S.) from The Maharaja Sayajirao University of Baroda OR from any Indian University or an equivalent degree from foreign university.

Candidates having research work experience of minimum 2 years will be preferred.

(B) RESEARCH ASSTT. :

1. Name of the Post : Research Assistant
2. No. of Posts : 01 (One)
3. Nature of the appointment : Purely temporary basis (09 Months)
4. Salary : **Rs.15,000/- (consolidated)**

5. Educational Qualifications :

Good Academic Record with at least 55% marks or an equivalent grade at Master's Degree Level in the M.S.W./ M.H.R.M./ M.A. in Social Work/ M.A. Psychology/Sociology / M. Sc. (F.C.S.) from The Maharaja Sayajirao University of Baroda OR from any Indian University or an equivalent degree from foreign university.

Candidates having research work experience of minimum 1 year will be preferred.

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(C) ADMIN./OFFICE ASSISTANT:

1. Name of the Post : Office Assistant
2. No. of Posts : 01 (One)
3. Nature of the appointment : Purely temporary part time basis (09 Months)
4. Salary : **Rs.1,500 p.m.**
5. Educational Qualifications :

Graduate from any discipline. Knowledge of Computer and Accounts is essential. Candidates having at least two years experience in University accounts systems will be preferred.

Interested eligible candidates may apply as per the prescribed format (**Typed – Handwritten will not be accepted**) attached with this notification. The Application be submitted in the prescribed format along with attested copies of mark sheets/ testimonials at Dean's office on or **before 20-04-2017 (11:00 a.m. to 5:00 PM)** on working days.

Date for personal Interviews:

Eligible candidates will called for the personal interviews and candidates will be informed about the same separately. Candidates will have to bring all original documents for the verification.

No TA/DA will be paid for attending personal interview.

The Faculty/University reserves the right to postpone or to fill the less number of posts at their discretion depending upon the requirement of the Faculty at that point of Time. The terms and conditions of Criteria, Age, Salary etc. will be as per the University/UGC rules laid down from time to time.

Date: _____



Prof. M. N. Parmar
Dean



Prof. Bhavna Mehta
Principal Investigator

Copy to :

1. Deans of the Faculties, Heads of the Institutions and Principals of the Colleges of the M.S.University of Baroda.
2. The Registrar, M.S. University of Baroda
3. The Development Officer, M.S. University of Baroda.
3. All sections of the M.S. University office.
4. Officer Incharge, Employment Exchange Bureau, CASE Building, M.S. Univ. of Baroda.
5. The Librarian, Smt. Hansa Mehta Library, M.S. U. Baroda.
6. The Sub-Regional Employment officer, Employment Exchange, Narmada Bhuvan, Baroda.



Faculty of Social Work
The Maharaja Sayajirao University of Baroda

Notification No. FSW06/ DATED 07-04-2017

Last date for submission : 20th April 2017 (Time 11:00 a.m. to 5:00 p.m. on working days)

Format for Application for the Post of

Centre for Excellence in CSR, Faculty of Social Work, M.S. University of Baroda

1. Full Name (In Block Letters) :
2. Nationality:
3. Contact Details :
 - a. Residential Address:
 - b. Mailing Address:
 - c. Contact Phone No:
 - d. Email Id:
4. Date of Birth:
5. Whether belong to ST/SC/SEBC/OBC :
(Attach a Certificate if Applicable) :
6. Academic Qualification (From SSC Onwards . including Eligibility Test for Lecturers conducted by UGC/CSIR/GSLET or any similar test accredited by the UGC , if any) :

| Sr. No | Examination Passed | Year of Passing | Institution | Subjects | Class and % |
|--------|-----------------------|--------------------|-------------|----------|-------------|
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Please attach Xerox copies of Documentary evidence.

7. Specialization (If Any) :
8. Experience in years:
 - a. Teaching (for Post 1 and 2 only) :
 - b. Research (for Post 1 and 2 only):
(Experience up to the last date of receipt of application forms as per notification detailing)
- C Administrative Experience (for Office Asstt) _____
 - a. Designation:
 - b. Name of the Employer:
 - c. Salary Drawn:
 - d. Period of Employment (YMD, in the chronological order) :
9. Present Occupation:
10. Publication (for Post 1 and 2 only) :
11. Participation in seminars/conferences/ workshops etc (for Post 1 and 2 only). :
12. Extra/ Co curricular activities (for Post 1 and 2 only). :
13. Membership of Professional Body (i.e. (for Post 1 and 2 only) if any. :
15. References :

Signature of Applicant with Date

Note:

Application form should be neatly typed (HANDWRITTEN WILL NOT BE ACCEPTED) and sent along with attested copies of marksheets/ testimonials to be Addressed and sent to :

**Dean & Coordinator UGC-DSA Programme,
Faculty of Social Work
The Maharaja Sayajirao University of Baroda
Vadodara 390002.**