

Master of Urban And Regional Planning (Higher Payment Programme)

Department of Architecture: Faculty of Technology & Engineering

The Maharaja Sayajirao University of Baroda, Vadodara

FTE/1789

Notification No.: FTE/Arch/MURP/0067

Date: 15-09-2016

Qualification, Fees and other details for the post of

Temp. Clerk


The duly-filled in application form along with copies of required certificates and documents should be received at the address "The Director, Master of Urban and Regional Planning, Department of Architecture, Faculty of Technology & Engineering, The Maharaja Sayajirao University of Baroda, Vadodara" on or before Saturday, 01-10-2016. Application should be accompanied by a fee in the form of bank draft of Rs. 200/- (Rs. 50 for SC/ST candidates) if favour of "Director, PG – Planning, FTE". No amount will be accepted through cheque, cash, money order or postal order. The envelope containing the application should be superscribed with the name of the post applied for (i.e. Temp. Clerk). Candidate should possess the required qualifications on the last date of application.

| | | |
|------------------|---|---|
| Name of the Post | : | Temp. Clerk |
| Salary | : | Rs. 7,800/- |
| Qualifications | : | Graduate from any discipline, along with knowledge of various basic systems of computer operations, MS Office, Accounting Software etc. |
| Experience | : | Experienced candidate will be preferred. |
| Duty hours | : | 8.30 a.m to 4.00 p.m. |
| No. of post | : | one |

Vadodara

Date:


HEAD
DEPARTMENT OF ARCHITECTURE
FACULTY OF TECHNOLOGY & ENGINEERING
THE M. S. UNIVERSITY OF BARODA, VADODARA


Director,
Master of Urban and Regional Planning
& Dean, Faculty of Tech. & Engg.

Dean
Faculty of Tech. & Engg.
The M. S. University of Baroda,
Vadodara.

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Please Read below-mentioned instructions carefully before filling up the Application Form.

- 1) The post mentioned above are purely on temporary, time gap, time bound basis. It does not give any privileges to be an employee of the University.
- 2) The application should be sent in prescribed format available on www.msubaroda.ac.in website.
- 3) The envelope containing the application must be super-scribed with the name of the post applied (i.e. Temp. Clerk)
- 4) The candidates must possess the required qualifications on the last date of application.
- 5) The candidates should enclose self-attested copies of Markshets / Grade-sheets and passing certificates of degree examination passed by them.
- 6) The candidates will have to produce the original copies of all certificates and documents submitted by him/her at the time of interview for verification.
- 7) Each application should be accompanied by application form fee in the form of a bank draft of Rs. 200/- (Rs. 50 for SC/ST candidates) drawn in favour of **"Director, PG Planning, FTE"** and payable at Vadodara. The candidate must write his/her full name and the post applied for on the back side of demand draft. This amount shall not be accepted in cash, money order and postal order or through any other financial instrument except through bank draft. The application fee is non-refundable and no enquiries will be entertained in this regard.
- 8) Canvassing, directly or indirectly, will be treated as disqualification.
- 9) If the number of candidates possessing minimum qualification is large, the University reserve the right to short-list the candidates on the merit-based criteria for the purpose of calling candidates for personal interview.
- 10) The University reserves the right not to fill up any or all of the advertised posts and no claim can be made against the same by any applicant.
- 11) The candidates, if called for personal interview, shall have to attend the personal interview at his/her own expense.
- 12) All the details in the notification are subject to correction or alteration.

Vadodara

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HEAD
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FACULTY OF TECHNOLOGY & ENGINEERING
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Director,
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Dean
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Vadodara.

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**Application Form
for the Post of Temp. Clerk**

Last date for submission : 01-10-2016

**Paste Recent Passport
Size Photograph**

| | | | |
|-----|--|---|--|
| 1) | Full Name (in Block Letter) | : | |
| 2) | Nationality | : | |
| 3) | Residential Address | : | |
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| | | | |
| | | | |
| 4) | Mailing Address | : | |
| | | | |
| | | | |
| | | | |
| 5) | Contact Phone No.: | : | |
| 6) | E-mail | : | |
| 7) | Date of Birth | : | |
| 8) | Gender | : | |
| 9) | Marital Status | : | |
| 10) | Whether belongs to SC / ST / SEBC (Attach a certificate, if applicable) | : | |

11) Academic Qualifications (From SSC Onwards):

| Sr. No. | Examination Passed | Year of Passing | Board / College / University | Subject | Class / Percentage / Grade |
|---------|--------------------|-----------------|------------------------------|---------|----------------------------|
| | | | | | |
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12) Details of Experience

(attach attested/self attested photocopies of documentary evidence.)

| Sr. No. | Name of the Institution | Designation and Nature of Duties | Pay | Date of Joining | Date of Leaving | Total Experience |
|---------|-------------------------|----------------------------------|-----|-----------------|-----------------|------------------|
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13) Name, Designations, address, e-mail and contact phone numbers of three references.

- 1) _____
- 2) _____
- 3) _____

Vadodara

Date:

Name and Signature of Candidate