



**The Maharaja Sayajirao University of Baroda,**  
Vadodara - 390 002, Gujarat, India.

**Notification No. ADE/14/2021-2022**

The Maharaja Sayajirao University of Baroda invites '**Online applications**' for appointment to posts of CEO (1), Associates (6), UI/UX Designer (1) and peon-cum-sweeper (1) in the Incubator being setup by University as Section 8 Company. The appointment is purely on temporary & fixed tenure basis.

The desirous candidate shall be required to apply online on or before **12/10/2021 5.30 pm** at <http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx>

The other details of General Norms, Terms and Conditions are available from [www.msubaroda.ac.in](http://www.msubaroda.ac.in)

**Vadodara**  
**Date: 21-9-2021**

**Dr. K. M. Chudasama**  
**Registrar (Officiating)**



**The Maharaja Sayajirao University of Baroda,**  
Vadodara - 390 002, Gujarat, India.

**Notification No. ADE/14/2021-2022**

**List of Posts**

Sr. No.	Designation	Role	Qualifications	Pay (Rs per month).
1	CEO	<ul style="list-style-type: none"><li>➤ Coordinating all functions of the Center</li><li>➤ Managing the functioning of the Center</li><li>➤ Reporting and liaison with University for development of Center</li><li>➤ Ensuring growth and development of Center</li><li>➤ Bring in partners for mentoring, funding, start-up support</li><li>➤ Bring in funds for Incubation Center by writing proposals to funding agencies</li></ul>	MBA/PGDBM Preferable in Entrepreneurship Management with at least 3 years of experience in handling and development of Startup ecosystem.	60000/-
2	Associate – Communication and PR	<ul style="list-style-type: none"><li>➤ Communication with all stake holders</li><li>➤ Control the content on digital and print media</li><li>➤ Ensure positive image and presence of the Center on media</li></ul>	PG in relevant discipline with preference for experience in digital and print media communication	25000/-
3	Associate – IT	<ul style="list-style-type: none"><li>➤ Develop the IT framework and infrastructure for the Center</li><li>➤ Basic Technical Support to IT/EComm innovators and Startups to utilize IT infrastructure of Center</li><li>➤ Plan and upgrade the IT infrastructure</li><li>➤ Bring in partnerships with IT players like BITA, GESIA, NASSCOM, Google, Amazon, Facebook etc.</li></ul>	PG in relevant discipline with preference for experience in handling IT systems and network independently	25000/-
4	Associate - IPR	<ul style="list-style-type: none"><li>➤ Handling IPR facilitation for start-ups and students</li></ul>	Graduate or PG in relevant	25000/-

		<ul style="list-style-type: none"> <li>➤ Managing the IPR process for quick processing of applications</li> <li>➤ Handling technology transfer and commercialization</li> </ul>	discipline with preference for experience in handling IPRs	
5	Associate – Finance	<ul style="list-style-type: none"> <li>➤ Handling the billing, payments, accounting and auditing for the Center.</li> <li>➤ Handling the grants and funds received for the Center.</li> <li>➤ Maintain books of accounts</li> </ul>	PG in relevant discipline/ CA / CS /ICWA with preference for experience in handling accounting and auditing of accounts for organization	25000/-
6	Associate – Projects and Labs	<ul style="list-style-type: none"> <li>➤ Handling and maintaining the co-working space, tinkering and fab labs.</li> <li>➤ Prototyping support to innovators.</li> <li>➤ Plan and upgrade the labs from time to time.</li> </ul>	Graduate / Post Graduate from Engineering/ Technology with preference for experience in handling labs / projects involving automation and machines	25000/-
7	Associate – Incubation	<ul style="list-style-type: none"> <li>➤ Act as direct communication point for incumbent and incubated start-ups</li> <li>➤ Coordinate and provide the required support for incubated start-ups</li> <li>➤ Ensure growth of startups</li> </ul>	Graduate / Post Graduate in professional courses with preference for experience in handling start-ups / incubation center	25000/-
8	UI/UX/Graphics Designer	<ul style="list-style-type: none"> <li>➤ Design of Posters, brochures, graphics for banners, website and app etc.</li> <li>➤ Design of media pages/updates</li> </ul>	Diploma / Graduate / Post Graduate preferable with certification and minimum of two years of experience in UI/UX/Graphics Designing.	15000/-
9	Peon Cum Sweeper	<ul style="list-style-type: none"> <li>➤ Cleaning, sweeping and other duties as per the nature of the post.</li> </ul>	Min. 10 <sup>th</sup> Pass and must have knowledge of Gujarati and Hindi Language	8580/-

The posts are to be filled up purely on Temporary basis (11 months) as mentioned in details advertisement.

**Terms & Conditions on 11 months contractual period**

(i) The candidate shall be required to apply online only on or before **12 October 2021 till 5.30 p.m.** at <http://cc.msubaroda.ac.in/RecAdminStaff/StaticPages/HomePage.aspx>

The hard copy of the system generated form, along with required enclosures and other relevant supporting documents need to be submitted by the applicant to the Registrar (Offg.) at the time of Test/Personal interaction, if the candidate is called for the personal interaction.

(ii) Candidate should possess the required educational qualifications and experience on the last date of submission of online application.

(iii) The online application form fee is Rs. 400/- (Rs. 200 for SC/ST Candidates) that is required to be paid using Credit/Debit Card, or online banking only. This amount shall not be accepted in cash, through money order or postal order or through any other financial instrument except Credit/Debit cards. The aforesaid application fee is non-refundable and no enquiries shall be entertained in this regard. The candidate should upload their cast certificate of SC/ST/SEBC/EWS issued by the competent authority of Government of Gujarat.

(iv) The University reserves the right to postpone or to fill in the less number of Posts at its discretion depending upon the requirement of the Incubation Center being established.

(vi) The decision of the competent authority shall be final.

(vii) The prescribed qualification and experience are minimum and the mere possession of the same will not entitle candidates to be called for the personal interaction.

(viii) The Maharaja Sayajirao University of Baroda shall verify the antecedents and documents submitted by a candidate at any time, at the time of appointment or during the tenure of service.

(ix) In case it is detected that the documents submitted by the candidate are fake or the candidate has undesirable clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.

(x) The selected candidate including in-service candidate shall be governed by the Rules and Regulations of The Maharaja Sayajirao University of Baroda as amended from time to time for maintaining the code of conduct of the employees by the University.

(xi) Candidates in their own interest are advised to remain in touch with The Maharaja Sayajirao University of Baroda website [www.msubaroda.ac.in](http://www.msubaroda.ac.in).

(xii) Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification.

(xiii) The candidate shall bring all original certificates relating to his/her age, Educational qualifications, Past experience, etc. at the time of personal interaction.

(xiv) In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear for personal interaction and his/her candidature may be treated as cancelled without any further communication in this regard.

(xv) Candidate should not involve in any litigation or Court Case against the M.S. University of Baroda or Government of Gujarat at the time of submission of application.

(xvi) The candidates shall be required to appear in the Test/Personal interaction at his/her own expenses.

(xvii) Any dispute regarding the recruitment will fall under the jurisdiction of Vadodara, Gujarat State

(xviii) The figure indicated in the final column as rate of pay per month is Cost To University basis and no additional allowances are provided.

Vadodara

Date: 21-9-2021

Dr. K. M. Chudasama

Registrar (Officiating)

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