

# Faculty of Social Work

The Maharaja Sayajirao University of Baroda  
Accredited Grade "A+" by NAAC

Ph. +91 265 279 1411 / 4212  
Email: [dean-sw@msubaroda.ac.in](mailto:dean-sw@msubaroda.ac.in)  
Address:- Faculty of Social Work,  
Opp. Fatehgunj Post Office,  
Vadodara-390 002,  
Gujarat, India.

No. FSW/ 6/7

Date: 17/03/2023

## RE-NOTIFICATION

There is a vacancy for staff purely on **Temporary** basis under the project "**Women's safety audit in the city of Gwalior**", funded by **National Commission for Women (NCW)**, at the Faculty of Social Work, The Maharaja Sayajirao University of Baroda, Vadodara. The details of the posts, qualifications, salary are as under:

1	<b>Name of the Post</b>	<b>Project Staff (Research)</b>
	<b>No. of Posts</b>	01
	<b>Location</b>	Vadodara- with extensive travel within the city and in the city of Gwalior
	<b>Duration</b>	12 months
	<b>Salary</b>	25,000/- per month
	<b>Educational Qualifications</b>	Master Degree in Psychology/ Social Work/ Statistics/Social Sciences/ Population Studies/Public Health/ Development Studies/ Human Development and Family Studies / Extension and Communication/ /Education/Management/Law/ Rural Studies/Women Studies/Journalism and Communication/ Family and Community Sciences and allied fields with minimum 55%
	<b>Experience</b>	2 years' work experience in the related field is preferred
	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Excellent co-ordination, organizational and administration skills</li> <li>• Ability to speak and write in English, Gujarati and Hindi</li> <li>• Willingness to travel extensively</li> </ul>

### Terms of Reference for the position of Project Staff

- Coordinate with all involved stakeholders along with Research Officer
- Preparation of data collection tools
- Plan and conduct data collection as per the project requirements
- Assist in submission of progress report

- Preparation of final project report with Research Officer
- Travel as per the program requirement

2	<b>Name of the Post</b>	<b>Project Staff (Finance and Admin)</b>
	<b>No. of Posts</b>	01
	<b>Location</b>	Vadodara
	<b>Duration</b>	12 months
	<b>Salary</b>	25,000/- per month
	<b>Educational Qualifications</b>	Master degree in Finance, Accounting, or related field.
	<b>Experience</b>	A minimum of 2 of years' work experience in accounting and finance is preferred
	<b>Essential</b>	<ul style="list-style-type: none"> <li>• Candidate should have expertise in Excel and Tally ERP preferred</li> <li>• Willing to travel to project site if required</li> </ul>
	<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Well organized with good verbal, written and interpersonal skills</li> <li>• Organize tasks, set priorities, meet deadlines and manage multiple tasks</li> <li>• Respond appropriately to evaluation and changes in the work setting</li> </ul>

**Terms of Reference for the position of Finance and Admin Officer**

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff
- Process payment of vendors, employees, etc. and check all related supporting documents and papers
- Timely preparation of Financial Reports
- Prepare Bank Reconciliation Statement on monthly basis
- Prepare TDS statement on a Monthly Basis for vendors and staff on regular basis
- Prepare Comparative Statement, Check & finalize before issuing Purchase Order
- Prepare and share periodic reports to funding agency in prescribed format
- Preparation of Final Utilization Certificate & ensure closure of the bank account upon project completion

**Job Requirements:**

The applications (**soft copy**) along with the bio data and copies of marksheets (Graduation and Post-Graduation) and work experience should be emailed to [safetyauditgwalior-sw@msubaroda.ac.in](mailto:safetyauditgwalior-sw@msubaroda.ac.in) latest by 27/03/2023. Attested hard copies must be presented at the time of interview/joining.

**Date of Personal Interviews:**

Eligible candidates shall be called for the Offline Interview and the same shall be communicated to them through a formal mail from the Faculty. Candidates will have to bring all original documents for verification at the time of interview.

**No TA/DA will be provided to the candidates to appear for the interview.**

*Bhavna Mehta* 17/3/23

**Prof. (Dr.) Bhavna Mehta**  
**Principal Investigator**  
**Dean and Head**

**Copy to: (With request to kindly put it on the notice board for wider circulation)**

1. Deans of the Faculties, Heads of the Institutions and Principals of Colleges of The Maharaja Sayajirao University of Baroda
2. The Registrar, The Maharaja Sayajirao University of Baroda
3. The Development Officer, The Maharaja Sayajirao University of Baroda
4. All sections of The Maharaja Sayajirao University of Baroda
5. Officer Incharge, Employment Exchange Bureau, CASE Building, The Maharaja Sayajirao University of Baroda
6. The Librarian, Smt. Hansa Mehta Library, The Maharaja Sayajirao University of Baroda
7. The Sub-Regional Employment Officer, Employment Exchange, Narmada Bhavan, Vadodara
8. The System Analyst, Computer Centre, The Maharaja Sayajirao University of Baroda- with a request to upload the notification on University Website