



मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर
MOHANLAL SUKHADIA UNIVERSITY : UDAIPUR

No.MLSU/Advt./ 01/2011

Dated: 29.04.2011

Applications are invited on prescribed application form for appointment on **regular basis**, Pay Scale for the following posts which shall be allowed only after successful completion of 2 years' probation/trainee period on fixed amount without any DA or other Allowances, as prescribed by the Government of Rajasthan.

i) Lower Division Clerk	21	RPB Rs. 5200-20200 + GP Rs. 1900/-
ii) Class IV	15	RPB Rs. 4750-7440 + GP Rs. 1300/-

Reservation of Posts

Category	LDC-21 Posts			Class IV-15 Posts		
	Male	Female	Total	Male	Female	Total
SC	02	01	03	01	01	02
ST	02	01	03	02	--	02
OBC	02	02	04	02	01	03
General	09	02	11	06	02	08
Total	15	06	21	11	04	15

Application form, terms & conditions and qualification, etc. can be downloaded from the University website www.mlsu.ac.in. Duly filled in application form, complete in all respect with all enclosures and documents must be submitted to the Registrar (Recruitment), Mohanlal Sukhadia University, Udaipur – 313001 through registered/speed post along with a demand draft of Rs.300/- for General Category and Rs.150/- for SC/ST/OBC for the post of LDC and for Class-IV Rs. 200/- for General Category and 100/- for SC/ST/OBC in the name of the Comptroller, Mohanlal Sukhadia University, Udaipur on or before 10-6-2011. Applications received after this date will not be entertained under any circumstances.

NOTE:

- 1- Number of posts may be increased or decreased without any notice.
- 2- 3 % seats will be reserved for physically handicapped person.
- 3- Reservation has been made applicable as per the rules of Govt. of Rajasthan.
- 4- The contributory Pension Plan /Scheme as notified by the Govt. of Rajasthan Shall be applicable for appointment.
- 5- The appointments will be governed by the rules & provisions notified by the UGC/University and State Govt. from time to time.
- 6- Preference will be given to those candidates having comparable experience in University, College or Govt. Higher Education Learning Institutions.
- 7- A Competitive examination for the Post of LDC shall be conducted as per the RPSC guidelines (detail given in term & conditions).

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QUALIFICATION :-

1. Lower Division Clerk :-

A-Senior Secondary from a recognized Board or its equivalent examination,

And

B-“O” or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

Or

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

Or

Diploma in Computer Science/Computer Applications of a University established by law in India or of an Institution recognized by the Government.

Or

Diploma in Computer Science & Engineering from a polytechnic institution recognized by the Government.

Or

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.

2. Class IV :- Educated upto VIII Class with reading Knowledge of Hindi & English.

NOTE :- UPPER & LOWER AGE LIMIT AND RELAXTION WILL BE APPLICABLE AS PER THE **GOVT./RPSC /UNIVERSITY** NORMS.

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FOR NON TEACHING POSTS

TERMS & CONDITIONS

- 1- Not with standing anything contained in any rules these appointments shall be made as probationer trainee for a period of 2 years and during the period of probation training he/she will be paid fixed remuneration at such rates as may prescribed by the State Government of Rajasthan form time to time. After successful completion of probation training he/she will be allowed minimum pay in the scale of the post and the period of probation training shall not count for grant of annual grade increments(s)
- 2- Number of post(s) may be increased or decreased without notice.
- 3- The University reserves the right not to fill up post(s) advertised.
- 4- Application received on plain paper/after expiry of last date or incomplete will be rejected without making any reference.
- 5- Candidate(s) already in service should apply through proper channel.
- 6- Candidate(s) belonging to SC/ST/OBC/ should indicate their category along with the copy of the certificate issued by the competent authority.
- 7- (a) 3% of posts are reserved for Physically Handicapped candidates.
(b) Other reservations as prescribed under Govt. rules will be taken in to consideration
- 8- Candidate desirous to apply for more than one post should send separate Application form for each post.
- 9- Mere applying for the post does not entitle the candidate to be called for Interview.
- 10- The binding of the children on prescribed date as notified by the Govt. of Rajasthan shall be applicable.
- 11- Scheme and syllabus of the competitive examination for the post of Lower Division Clerks.

Scheme of Examination :- The Competitive Examination shall included the following papers and each paper shall carry the number of marks as shown against it.

PAPERS	DURATION	MARKS
Phase- I		
(1)- General Knowledge Everyday Science and Mathematics	3 Hours	100
(2)- General Hindi and English	3 Hours	100

Phase- II

(1)- For candidates other

than persons with disabilities:-

1. Type-writing in Hindi on computer

(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25

2. Type-writing in English on computer

(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25

(II) Persons with disabilities will be given the average marks obtained by them in Phase-I

Explanation :

1. "Persons with disabilities" means a person who is eligible for appointment on the post of Lower Division Clerk under the provisions of the Rajasthan Employment of the persons with Disabilities Rules, 2000.
2. In proof of being so disable, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.
3. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deem fit.
4. The Competitive Examination will be held in two phases- Phase-I & Phase-II. All the papers of Phase-I will be objective type.
5. Candidates securing minimum 40% marks in the Phase-I, shall only be admitted to the Phase-II subjects to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.
6. The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be counted for determining their final order of merit.
7. It will be necessary for a candidate to do typing work on the computer and he will bring his own computer, pen and pencil for the test.

"Substituted for- Scheme of Examination :- The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it."

Papers	Duration	Marks
Compulsory		
(1)- General Knowledge Everyday Science and Mathematics	3 Hours	100
(2)- General Hindi	3 Hours	100

Optional: - For candidates other than physicallyhandicapped”

The candidate shall offer any one of the following papers:-

- | | | |
|--|------------|-----|
| (1) Type writing in Hindi” | | |
| (a) Speed Test | 10 Minutes | 50 |
| (b) Efficiency Test | 10 Minutes | 50 |
| (2) Type writing in English: | | |
| (a) Speed Test | 10 Minutes | 50 |
| (b) Efficiency Test | 10 Minutes | 50 |
| (i) For physically handicapped candidates:- | | |
| The physically handicapped candidates shall offer any one of the following optional papers:- | | |
| (1) General English | 3 Hours | 100 |
| (2) General Studies and General Knowledge | 3 Hours | 100 |

Explanation :

1. “Physically handicapped” means and includes a person who has such defect in either or both his hands or deformity of hands as causes interference in type-writing and includes blind also.
2. In proof or being as physically handicapped a candidates shall be required to submit a certificate from an officer not below the rank of Chief Medical and Health Officer at the time of submitting his application to the Commission for appearing in the examination.
3. The standard of the papers will be that of the Secondary of the Board of Secondary Education, Rajasthan.
4. The Compulsory paper of General Knowledge, Everyday Science and Mathematics will be of objective type.
“The Syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deem fit.”
5. The Competitive Examination will be held in two successive stages. The examination of the compulsory paper of General Knowledge, Everyday Science and Mathematics will be held in the first stage. Those candidates who qualify in this Compulsory Paper and come within the merit range of five times the number of advertised vacancies will be admitted to the second stage of the examination but in the said range all those candidates, who secure the same percentage of marks as may be fixed by the Commission for any lower range shall also be included.
6. The candidate will bring their own pen, pencil and Typewriter for typing test.
7. The Second stage of examination will consist of the Compulsory paper of General Hindi and Optional Paper. The marks obtained by a candidate in the first and second stage of the examination will be counted for determining their final order of merit.
8. The Commission may issue instructions to examiners to make deduction in the marks assigned to candidates on account of bad handwriting.
9. The Commission shall not recommend any candidate who has failed to obtain minimum of 40% marks in each of the compulsory paper and 36% marks in the optional paper.
10. The paper of General Studies and General Knowledge shall be answered either in Hindi or in English but no candidate shall be permitted to answer this paper partly in Hindi and partly in English unless specifically allowed to do so.
11. It is obligatory for a candidate to appear in all the papers.
(Substituted vide Notification dated 05.07.10)

IMPORTANT NOTE: APPLICATION FORM DOWN LOADED FROM THE WEB SITE MUST BE ACCOMPANIED BY THE PRESCRIBED APPLICATION FEE IN THE FORM OF A CROSSED DD IN THE NAME OF ‘COMPTROLLER, MLSU, UDAIPUR’ payable at Udaipur.

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