



MOHANLAL SUKHADIA UNIVERSITY
UDAIPUR-313039

SCHEME OF EXAMINATION

1 INFORMATIC ASSISTANTS : (100 Marks)

Competitive Examination for the post of Informatic Assistant

The Competitive Examination for the post of Informatic Assistant shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination only.

S.No.	Paper	Duration of Examination	Marks
Phase – I Written Examination			
1.	Aptitude Test, General Awareness in Information Technology and Fundamental of Computers	2 Hours	75
Phase – II Typing Speed Test			
2.	(A) Hindi	10 Minutes	10 marks
	(B) English	10 Minutes	15 marks
			25

Explanation :

The recruitment to the posts of Informatic Assistant will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Informatic Assistant. The Direct recruitment of Informatic Assistant shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and the appointments shall be made out of this list.

1. “Persons with disabilities” means a person who is eligible for appointment on the post of Informatic Assistant under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
2. In proof of being so disabled, 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 University for appearing in the examination.

3. The standard of the papers will be that of the Graduate Examination of a University established by law of India . The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University deem fit.
4. The Competitive Examination will be held in two phases Phase-I & Phase-II. The paper of Phase-I will be multiple choice & objective type.
5. Minimum 40% marks shall be mandatory to qualify in each phase separately.
6. Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. typing speed test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
7. Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

2. STATISTICAL ASSISTANT : (100 Marks)

Competitive Examination for the post of Statistical Assistant

The Competitive Examination for the post of Statistical Assistant shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination only.

S.No.	Paper	Duration of Examination	Total Marks
Phase – I (Written Examination)			
1.	General Knowledge, General Hindi and General English	One Hour	50
Phase – II			
1.	Job Test (Statistics subject level paper related upto Graduate standard)	One Hour	50

Explanation :

The recruitment to the posts of Statistical Assistant will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Informatics Assistant. The Direct recruitment of Statistical Assistant shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and the appointments shall be made out of this list.

1. “Persons with disabilities” means a person who is eligible for appointment on the post of Statistical Assistant under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
2. In proof of being so disabled, 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 University for appearing in the examination.
3. The standard of the papers will be that of the Graduate Examination of a University established by law of India . The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University deem fit.
4. The Competitive Examination will be held in two phases Phase-I & Phase-II. The paper of Phase-I will be multiple choice & objective type.
5. Minimum 40% marks shall be mandatory to qualify in each phase separately.
6. Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. Job test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
7. Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

3. **STENOGRAPHER** : (100 Marks)

Competitive Examination for the post of Stenographer

The Competitive Examination for the post of **Stenographer** shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination only.

S.No.	Paper	Duration of Examination	Marks
Phase – I Written Examination			
1.	General Knowledge, General Hindi and General English	One Hour	50
Phase – II			
1.	Job Test - English Stenography 100 words per minute dictation OR Hindi Stenography 80 words per minute dictation Typing of Dictation in English Typing of Dictation in Hindi	10 Minutes 60 minute 70 minute	40
2.	Job Test – English Typing 40 words per minute OR Hindi typing 30 words per minute	10 Minutes	10

Explanation :

The recruitment to the posts of Stenographer will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Stenographer. The Direct recruitment of Stenographer shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and the appointments shall be made out of this list.

1. “Persons with disabilities” means a person who is eligible for appointment on the post of Stenographer under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
2. In proof of being so disabled, 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 University 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 University from time to time and will be intimated to the candidates within the stipulated time in the matter as University deem fit.

4. The Competitive Examination will be held in two phases Phase-I & Phase-II. The papers of Phase-I will be objective type.
5. Minimum 40% marks shall be mandatory to qualify in each phase separately.
6. Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. Job test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
7. Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

4. JUNIOR TECHNICAL ASSISTANT (LIBRARY)(J.T.A.) : (100 Marks)

Competitive Examination for the post of Junior Technical Assistant (Library) (J.T.A.)

The Competitive Examination for the post of Junior Technical Assistant (Library) (J.T.A.) shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination.

S.No.	Paper	Duration of Examination	Marks
Phase – I Written Examination			
1.	General Knowledge, General Hindi and General English	One Hour	50
Phase – II			
1.	Job Test	30 Minutes each	30
2.	Efficiency Test	30 Minutes each	20

Explanation :

The recruitment to the posts of Junior Technical Assistant (Library) (J.T.A.) will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Junior Technical Assistant (Library) (J.T.A.). The Direct recruitment of Junior Technical Assistant (Library) (J.T.A.) shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and the appointments shall be made out of this list.

1. “Persons with disabilities” means a person who is eligible for appointment on the post of Junior Technical Assistant (Library) (J.T.A.) under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
2. In proof of being so disabled, 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 University for appearing in the examination.
3. The standard of the papers will be that of the Graduate Examination of the University. The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University deem fit.
4. The Competitive Examination will be held in two phases Phase-I & Phase-II. The paper of Phase-I will be objective type.
5. Minimum 40% marks shall be mandatory to qualify in each phase separately.
6. Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. Job test and efficiency test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
7. Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

5. **LAB. TECHNICIAN / LAB. ASSSTANT : (100 Marks)**

Competitive Examination for the post of Laboratory Technician (Lab. Tech.) / Laboratory Assistant (Lab. Asstt.)

The Competitive Examination for the post of Laboratory Technician (Lab. Tech.) / Laboratory Assistant (Lab. Asstt.) shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination.

S.No.	Paper	Duration of Examination	Marks
Phase – I Written Examination			
1.	General Knowledge, General Hindi and General English	One Hour	50
Phase – II			
1.	Job Test in related subject (s)	30 Minutes each	30
2.	Efficiency Test	30 Minutes each	20

For Lab Assistant, subject knowledge is important than language.

Explanation :

The recruitment to the posts of Laboratory Technician (Lab. Tech.) / Laboratory Assistant (Lab. Asstt.) will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Laboratory Technician (Lab. Tech.) / Laboratory Assistant (Lab. Asstt.). The Direct recruitment of Laboratory Technician (Lab. Tech.) / Laboratory Assistant (Lab. Asstt.) shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and interview and the appointments shall be made out of this list.

- (1) “Persons with disabilities” means a person who is eligible for appointment on the post of Laboratory Technician (Lab. Tech.) / Laboratory Assistant. (Lab. Asstt.) under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
- (2) In proof of being so disabled, 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 University for appearing in the examination.
- (3) The standard of the papers will be that of the Graduate Examination of the University. The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University 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) Minimum 40% marks shall be mandatory to qualify in each phase separately.
- (6) Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. Job and efficiency test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
- (7) Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

6. CLERK GRADE-II: (100 Marks)

Competitive Examination for the post of Clerk Grade-II

The competitive examination for the post of Clerk Grade-II shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination.

S.No.	Paper	Duration of Examination	Marks
Phase – I Written Examination			
1.	General Knowledge, General Hindi and General English	One Hour	75
Phase – II			
For Candidates other than persons with disabilities			
1.	Type – Writing in Hindi and English on Computer		
	Speed Test in Hindi and English	10 Minutes each	20
2.	Efficiency Test	10 Minutes each	05
Persons with disabilities will be given average marks obtained by them in Phase – I.			

Explanation :

The recruitment to the posts of Clerk Grade-II will be made by Direct recruitment and 20% vacancies shall be filled by promotion from amongst regularly appointed Class IV staff who have put 5 years service and who possess the academic qualifications prescribed for Clerk Grade-II on the basis of seniority cum merit. The Direct recruitment of Clerk Grade-II shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and interview and the appointments shall be made out of this list.

- (1) “Persons with disabilities” means a person who is eligible for appointment on the post of Lower Division Clerk under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
- (2) In proof of being so disabled, 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 University 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 University from time to time and will be intimated to the candidates within the stipulated time in the matter as University 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) Minimum 40% marks shall be mandatory to qualify in each phase separately.
- (6) Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. type and efficiency test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
- (7) It will be necessary for a candidate to do typing work on the computer.
- (8) Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also

compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

7. MUSEUM KEEPER : (100 Marks)

Competitive Examination for the post of Museum Keeper (Geology)

The Competitive Examination for the post of Museum Keeper shall include the following papers and each paper shall carry the number of marks as shown against it. Only those candidates who have obtained qualifying marks in Phase-I examination shall be allowed to appear in Phase-II examination.

S.No.	Paper	Duration of Examination	Marks
Phase – I			
1.	General Knowledge, General Hindi and General English	One Hour	50
Phase – II			
1.	Job Test in related subject (s)	30 Minutes each	30
2.	Efficiency Test	30 Minutes each	20

Explanation :

The recruitment to the posts of Museum Keeper will be made by Direct recruitment from amongst who possess the academic qualifications prescribed for Museum Keeper shall be made through competitive examination as prescribed by the University. Each year or whenever required, University shall conduct an examination for these posts and shall prepare list in order of merit on the basis of competitive examination and interview and the appointments shall be made out of this list.

- (1) “Persons with disabilities” means a person who is eligible for appointment on the post of Museum Keeper. under the provision of the Rajasthan Employment of the Persons with Disabilities Rules, 2000.
- (2) In proof of being so disabled, 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 University for appearing in the examination.
- (3) The standard of the papers will be that of the Graduate Examination of the University. The syllabus and scope of each paper for the examination will be as prescribed by the University from time to time and will be intimated to the candidates within the stipulated time in the matter as University 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) Minimum 40% marks shall be mandatory to qualify in each phase separately.
- (6) Based on marks obtained by a candidate in the Phase-I, ten times the number of vacancies in each category be called for Phase –II i.e. Job and efficiency test. The marks obtained by a candidate in the Phase-I and Phase-II of the examination i.e. 40% marks will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Phase-I and Phase-II and their final order of merit will be decided as per University rules.
- (7) Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications may also compete and appear in the examination. Such person (having University work experience) who qualify Phase-I and Phase-II examinations and their name appears in the merit list will be given preference in selection on the basis of experience in number of years.

8. TABLA PLAYER : 100 marks

Competitive Examination for the post of Tabla Player

The candidate will have to appear in the Job & Efficiency Test and the task of Test will be given at the time of Test

1.	Job & Efficiency test	100 marks
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Explanation :

Based on marks obtained by a candidate in Job & Efficiency Test will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list. In case of persons working/worked in the University, the capping of 15 % marks as per their experience will be counted in the marks obtained by them in Job & Efficiency Test and their final order of merit will be decided as per University rules.

9. CLASS - IV : (Peon, Sweeper)

SCHEME OF EXAMINATION : (100 Marks)

Explanation :

The recruitment to the posts of Peon (Class IV) shall be made by Direct recruitment through efficiency test for reading in Hindi and English & writing in Hindi .

Each year or whenever required, University shall conduct an efficiency test for reading in Hindi and English & writing in Hindi for these posts and shall prepare list in order of merit on the basis of the test and interview and the appointments shall be made accordingly.

The marks obtained by a candidate in the efficiency test for reading in Hindi and English & writing in Hindi will be counted for determining their final order of merit and the appointment to the vacant posts shall be made out of this list.

The efficiency test for reading in Hindi and English & writing in Hindi will be as prescribed by the University from time to time.

In case of persons working/worked in the University, capping of 15% marks as per their experience will be counted in the marks obtained by them in Efficiency test and their final order of merit will be decided as per University rules.

Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications will be given preference in selection on the basis of experience in number of years. Relaxation in minimum academic qualification will be given on the basis of experience in number of years to those who have passed up to V standard.