



FINISHING SCHOOL AND PLACEMENT CELL
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR (RAJ.)
Tourism and Hotel Management Programme Building
fspc@mlsu.ac.in

FSPC/MLSU/2021

Date: 07/01/2021

Detailed Notice for inviting applications for various posts

Applications are invited from candidates on a prescribed format for engagement of staff under various positions, to work on the RUSA (MHRD) funded Entrepreneurship & Employability and Innovation Hub Project in Finishing School and Placement Cell, Mohanlal Sukhadia University, Udaipur, Rajasthan, 313 001.

Employment in:	An Entrepreneurship & Employability and Innovation Hub Project, Finishing School and Placement Cell, Mohanlal Sukhadia University, Udaipur (Raj.)
Funding Agency	Rashtriya Uchchatar Shiksha Abhiyan (RUSA 2.0)- Ministry of Human Resource Development (MHRD), New Delhi.
Tenure	The position is purely temporary for a period of upto 1 year and renewable subject to the tenure of project and satisfactory performance of the candidate. The position is co-terminus with the project.
Last date	16 January 2021
Number of positions:	Office Assistant (for Placement Activities)- 1 Lab Assistant (Computer & IT related services)- 1 Office Helper- 1
Eligibility Criteria:	Office Assistant (for Placement Activities) -Post Graduation with three years' experience in relevant field. Lab Assistant (Computer & IT related services) -Post Graduation/ Graduation in relevant field. Office Helper - Graduation in any field
Job Description	Detailed Job Description enclosed on the following page.
Remuneration	Office Assistant - Rs. 25,000/- per month (fixed) Lab Assistant - Rs. 25,000/- per month (fixed) Office Helper - Rs. 10,000/- per month (fixed)



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Job Description for Office Assistant (Placement Activities)

Job Definition:

Under the direction of Coordinator/Incharge, Finishing School and Placement, MohanlalSukhadia University, Udaipur (Raj.), develop, implement, and administer job placement for students. Lead the job placement activities, with the aim of expanding and improving job placement outcomes for students in the region. Assist in conducting career oriented activities for students. Ensure that the objectives of the Cell are being met effectively and efficiently.

Description of Job:

1. Develop, implement and manage a variety of job placement and work-based learning activities for students, including assessment for job readiness, career exploration, navigation, coaching and/or counseling, and job preparation skills training.
2. Provide direct support to students, including information and guidance about requirements of specific occupations; job market trends; proper work habits; and techniques for competing for jobs, including appropriate dress, preparing resumes, and interviewing strategies.
3. Advise students in their preparation to seek employment.
4. Connect students to employers/industries/companies by facilitating interviews, matching students to internship sites, and assisting with job placement.
5. Coordinate with career guidance staff to establish students' goals and assess readiness for employment.
6. Prepare and deliver informational presentations to students in various locations and provide work placement information to employers and representatives from the community.
7. Design and implement recruitment of students to participate in job placement activities.
8. Provide support for student participation in job placement activities, including documentation, transportation, and communication between employers and students.
9. Serve as a liaison between the college, employers, and community regarding administrative and operating requirements for the work-based learning and job placement program. Initiate and maintain regular contact with various educational institutions and programs. Establish collaborative working relationships with other campus program areas in developing and delivering innovative and comprehensive programs and services.
10. Develop and implement marketing plans and strategies for job placement and work-based learning opportunities.



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11. Utilize technology to promote job placement and work-based learning and maintain work-based learning/job placement website and social media platforms and supports the piloting and implementation of new technology, as needed.

12. Perform related duties as assigned.

Educational Qualifications:

Post Graduation with three years' experience in relevant field.

Desirable Qualifications:

Knowledge: Counseling techniques, both individually and group. Usage of English language, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills. Handling issues faced by culturally diverse students. Abide by University practices, procedures, and equipment, including computer hardware and software. Record-keeping of all the activities. Technical aspects of online career activities. Techniques used to motivate and coach students.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action. Communicate effectively both orally and in writing. Conceptualize, plan, and implement educational and cultural programs and student support services. Demonstrate interpersonal skills, including tact, patience, and courtesy. Operate computers and related technical requirements, including word processing, spreadsheets, and databases.



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Job Description for Lab Assistant (Computer and IT related services)

Job Definition:

Under the direction of Coordinator/Incharge, Finishing School and Placement, MohanlalSukhadia University, Udaipur (Raj.),maintain the operation of a computer lab; and instructing students and staff in the use of computer lab technology and software applications; and monitoring students and placement activities in the computer lab. Assist in conducting career oriented activities for students. Ensure that the objectives of the Cell are being met effectively and efficiently.

Description of Job:

- Maintains computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer lab.
- Maintains computer lab (e.g. instructional materials, appropriate software, sets up materials for daily activities, etc.) for the purpose of ensuring availability of equipment and programs to enhance the instructional program.
- Coordinate scheduling of students and teachers for the purpose of maintaining computer lab operations and activities. Instruct students in computer lab technology and software applications for the purpose of enhancing their understanding of lab operations and reinforcing academic concepts.
- Monitor student activities while in computer lab for the purpose of maintaining a safe environment that is conducive to learning. Performs routine and preventive maintenance of computer lab and classroom equipment (e.g. dusting, cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepare documentation (e.g. brochures, posters reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information.
- Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities in Finishing School and Placement Cell.

Educational Qualifications:

Post Graduation/Graduation in relevant field

Desirable Skills:

Perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in computer lab, classroom and offices including pertinent software applications; preparing and maintaining accurate records.



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Job Description for Office Helper

Description of Job:

- Assist in administrative work, accounting and office work at Finishing School and Placement Cell, MohanlalSukhadia University, Udaipur (Raj.).

Educational Qualifications:

Graduation in any field with good operating knowledge of Computer, typing in both Hindi and English and knowledge of Tally is desirable.



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Process of applying:

1. Candidates having appropriate qualifications in relevant subject/ specialization and experience may send their application form in the prescribed format (available with the notification) along with all supporting documents and updated CV (including name, photograph, date of birth, address for communication, phone number, email id, education details) to the undersigned by e-mail (fspc@mlsu.ac.in) on or before **16 January 2021 by 5.00 P.M.** No hard copies should be sent.
2. Shortlisted candidates will be intimated through email.
3. Applicant must bring all the original certificates at the time of joining for the purpose of verification, along with one set of photocopies.



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General information/detail about the post

1. Appointment is purely temporary and will terminate automatically without any notice or compensation or termination of the research project.
2. The appointment person shall have no claim of appointment/absorption in funding agency or in Mohanlal Sukhadia University in any case.
3. Appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the RUSA project.
4. The qualification prescribed should have been obtained from recognized universities/institutions.
5. The prescribed educational qualifications are the bare minimum and mere possession of same does not entitle candidates to be called for interview. Where number of applications received in response to this advertisement is large, it will not be possible to interview all the candidates. Based on the recommendations of the Screening Committee, the PI may restrict the number of candidates for the interview to a reasonable limit after taking into consideration qualifications and experience over and above the minimum prescribed in the advertisement.
6. Selected candidates will have to give his/ her consent to join the position immediately on receipt of the offer.
7. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
8. The candidature of the candidates, who do not send scanned self-attested copies of relevant original documents along with the application through email shall be summarily rejected.

Canvassing in any form and/or bringing in any influence will be treated as disqualification.