



Department of Geography
Mohanlal Sukhadia University, Udaipur – 313001 (Raj)
Advertisement for various posts in RUSA 2.0, MHRD, GoI funded
Geospatial Skill Development Centre and Entrepreneurship Cell

Advt. No. F./MLSU/ Geog/RUSA 2.0/GSDEC/2020-21/691 Dated 06.02.2020

Applications are invited for one Technical Assistant @ Rs 10,000/- pm, one Secretarial Assistant @ Rs 10,000/- pm and one Peon @ Rs 6,000/- pm in RUSA2.0 funded *Geospatial Skill Development Centre and Entrepreneurship Cell* for a period upto one year. Apply in prescribed format with self-attested copies of relevant documents latest by 21.2.2021 to the undersigned. For qualifications and other details see website www.mlsu.ac.in.

Prof. Seema Jalan
Head & Coordinator

Date: 06.02.2021


HEAD
DEPARTMENT OF GEOGRAPHY
M.S.S.H. M.L.S. SUKHADIA UNIVERSITY
Udaipur, Rajasthan



Prof. Seema Jalan
Head & Coordinator

Mobile no. 9887643513; E-mail: seemajalan1@gmail.com

DEPARTMENT OF GEOGRAPHY

Faculty of Earth Sciences

Mohanlal Sukhadia University, Udaipur (Raj.)-313001

*Geospatial Skill Development Centre & Entrepreneurship Cell
Under RUSA 2.0 'Entrepreneurship & Employability and Innovation Hub*

No.F /MLSU/Geog./RUSA 2.0/GSDEC/2020-21/ 691

Date: 06.02.2021

ADVERTISEMENT

For engagement of Technical and Ministerial Staff under RUSA 2.0, MHRD, GoI funded

Geospatial Skill Development Centre and Entrepreneurship Cell

Applications are invited in prescribed format for the following positions in RUSA 2.0, MHRD, GoI funded *Geospatial Skill Development Centre and Entrepreneurship Cell* being established in Department of Geography, Mohanlal Sukhadia University, Udaipur as per following details:

1. **Positions:** Technical Assistant - 01, Secretarial Assistant – 01, Peon – 01

2. **Eligibility criteria**

Position	Qualifications	Job Requirement	Remuneration (Consolidated)
Technical Assistant	<p><i>Essential Qualification</i></p> <ul style="list-style-type: none">• B.Tech./B.C.A. or any equivalent degree in computers and its applications.• Certificate course or higher degree in computer networking and hardware like CCNA/ HCNA/ MCSA. <p><i>Desirable Qualification</i></p> <ul style="list-style-type: none">• Minimum 6 months of professional experience in hardware, networking, troubleshooting, server configuration etc. and similar work in a reputed institute.• Proficiency in English language.• Experience in handling geospatial softwares	<ul style="list-style-type: none">• Supervision during setup, running and maintenance of Geospatial laboratories and other technical infrastructure of the Centre including software installation, server setup and networking.• Handling digitalization, networking and operation of library.	Rs. 10000/- per month
Secretarial Assistant	<p><i>Essential Qualification</i></p> <ul style="list-style-type: none">• B.A. / B. Com or equivalent degree• Government certified course in computers.• Certificate course or higher degree in Office Management. <p><i>Desirable Qualification</i></p> <ul style="list-style-type: none">• Proficiency in English language with good writing skills.• Proficiency in MS office and accounting.	<ul style="list-style-type: none">• Secretarial work• Storekeeping• Accounting	Rs. 10000/- per month
Peon	Minimum VIII standard pass with reading knowledge of English and Hindi & writing knowledge in Hindi.		Rs. 6,000/- per month

Note: Age of applicants for all positions must be below 40 years on February 01, 2021

Seema Jalan

3. How to apply

1. Eligible candidates applying for **TECHNICAL ASSISTANT** and/or **SECRETARIAL ASSISTANT**:

- i) Candidates willing to stay at Udaipur may send their applications in **hard copy ONLY IN THE PRESCRIBED FORMAT** along with self-attested copies of relevant documents relating to educational qualification, experience certificates etc. to **Head, Department of Geography, Mohanlal Sukhadia University, Udaipur** latest by **21.02.2021, 03.00 PM**.
- ii) Candidates are also requested to **submit an online Google form** for their application through this link (<https://forms.gle/5ezN5LwTzBpwas7u9>).
- iii) Please mention the **position applied for** clearly in the Application form.

2. Eligible candidates applying for **PEON**

Submit application on plain paper to **Head, Department of Geography, Mohanlal Sukhadia University, Udaipur** latest by **21.02.2021, 03.00 PM**.

4. Selection process and other terms and conditions:

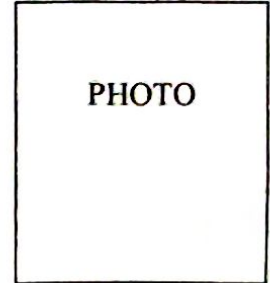
- i) Shortlisted candidates will be intimated by email/ WhatsApp. The prescribed educational qualifications are minimum eligibility and mere possession of the same does not entitle candidates to be called for interview. The decision of the selection committee shall be final in this regard.
- ii) All the shortlisted candidates will be required to appear in an interview. Date of interview shall be communicated *only* to the shortlisted candidates well in advance.
- iii) The engagement is purely on temporary contractual basis, which may be extended or curtailed depending on the duration of the project/ satisfactory performance/ conduct of appointee. The tenure of all the advertised position will be for one year from the date of appointment and/or co-terminus with the project, whichever is earlier.
- iv) The application of candidates who do not attach self-attested copies of relevant documents along with the application form will be summarily rejected.


HEAD
(Prof. Seema Jalan)
DEPARTMENT OF GEOGRAPHY
Head and Coordinator
C.S. DEPARTMENT OF GEOGRAPHY, MOHANLAL SUKHADIA UNIVERSITY
UDAIPUR (RAJASTHAN)

**Application form for TECHNICAL ASSISTANT /SECRETARIAL ASSISTANT positions
under RUSA2.0 funded Geospatial Skill Development Centre and Entrepreneurship Cell
in Department of Geography, Mohanlal Sukhadia University, Udaipur**

POSITION APPLIED FOR Technical Assistant only/ Secretarial Assistant only/ Both

1. Name:
2. Residential address:
3. Age as on 01.02.2021:
4. E-mail:
5. Mobile & WhatsApp No.;
6. Educational qualification*



<i>Educational Level</i>	<i>Year of Passing</i>	<i>Marks in Percentage/ C.G.P.A.</i>	<i>Board/ College/ University</i>	<i>Subjects/ Degree/ Diploma</i>	<i>Remarks (if any)</i>
10 th standard					
12 th standard					
Graduation					
Qualification in Computer Applications					
Other					

7. Work experience (in Years):
8. Work experience details

S. No.	Post held	Firm/ Institution	Duration (From-To)

9. Software expertise:
10. Any other information about yourself:
11. Name of two referees with contact details (E-mail and Mobile No.):
12. Whether submitted application in Google form? (Yes/No)

Signature of the applicant

* Attach relevant documents