



**OFFICE OF THE SELF FINANCING ADVISORY BOARD**  
**MOHANLAL SUKHADIA UNIVERSITY**  
**UDAIPUR-313039**

No. SFAB/MLSU/2025-26/ 08

Dated : 23/ 12/2025

**OFFICE ORDER**  
**(CONSOLIDATED SCHEDULE FOR JOB TEST/ APTITUDE TEST)**

Following will be the schedule of Job Test (wherever applicable) for the empanelment of various service consultants under Self Financing Advisory Board of the University.

All the applicants who have applied online will be permitted provisionally to appear in the Job test (wherever applicable) assuming that they fulfil the required qualification etc. as per the norms contained in the notification. In case the candidate is found to be not eligible at any stage or has submitted wrong information, his/her candidature will be rejected.

Hard copy of the application will be required to be submitted at the time of Job Test. In absence of the same, the candidate will not be permitted to appear in the Job Test. Candidates are required to bring one colour photograph and ID proof for verification..

**JOB TEST/ APTITUDE TEST : DATE, TIME & VENUE**

S.No.	Name of the Services	Date	Time	Venue
Category A : Service Consultants for IT Support Services:				
1.	Training and Development Executive Services	26.12.2025	10:00 am onwards	University Computer Centre, Vigyan Bhawan, Block-A, University Campus, MLSU, Udaipur
2.	Training and Development Associate Services			
3.	Training and Development Assistant Services			
4.	Network Engineer Services			
5.	Website Developer Services			
6.	Programming Executive Services			
7.	Informatics Assistant Services			
8.	Data Entry Assistance Service with IT Services			
Category B : Service Consultants for Office Services				
9.	Clerical, Office Work, Computer Operating, Accounting, Purchase & Store Assistance with IT Services	26.12.2025 (Typing)	09:30 Onwards	University Computer Centre, Vigyan Bhawan, Block-A, University Campus, MLSU, Udaipur
		29.12.2025 (Theory)	10:30 Onwards	
10.	Stenography Assistance with IT Services – English/Hindi	29.12.2025	01:00 pm to 03:00 pm	Faculty of Management Studies, University Campus, MLSU, Udaipur
11.	Office Executive with IT Services	29.12.2025	10:30 am to 12:30 pm	University Computer Centre, Vigyan Bhawan, Block-A, University Campus, MLSU, Udaipur
12.	Office Associate Executive with IT Services			
13.	Office Assistant Executive with IT Services			
14.	Public Relation & Media Advisor Assistance Services:	29.12.2025	11:00 pm to 01:00 pm	Deptt. of Journalism, UCSSH, MLSU, Udaipur

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<b>Category C : Service Consultants for University Estate Office Services:</b>				
15.	Junior Engineer (Civil) Services	29.12.2025	12:00 pm to 02:00 pm	Estate Office, Nirman Bhawan, New Campus, MLSU, Udaipur
16.	Junior Engineer (Electrical) Services			
17.	Electrician Services			
18.	Masonry Services			
19.	Carpenter Services			
20.	Junior Mistry Services			
21.	Beldar & Helper Services for Building and Maintenance work			

<b>Category D : Service Consultants for Laboratory, Library &amp; Other Services:</b>				
22.	Laboratory Assistance Services • Science Subjects • Computer	27.12.2025	11:00 pm to 01:00 pm	Computer Laboratory & Smart Class Room, Department of Mathematics & Statistics University College of Science, MLSU, Udaipur
23.	Laboratory Assistance Services • Geography • Cartographic • Drawing & Painting • Geology	02.01.2026	01:00 pm to 03:00 pm	Prof. A.N. Bhattacharya GIS Laboratory and Skill Development Centre, Department of Geography, UCSSH, University Campus, MLSU, Udaipur

<b>Category D : Service Consultants for Laboratory, Library &amp; Other Services:</b>				
24.	Library Assistance Services	29.12.2025	11:00 pm to 01:00 pm	UCSSH, University Campus, MLSU, Udaipur
25.	EPABX Operating Services			
26.	Matron Services for University Hostels			


<b>Category E : Service Consultants for Guest House/Tourism Programms Services:</b>				
27.	Steward Services / House Keeping Services / Guest Associate Services/ Professional Chef Services	27.12.2025	10:30 am to 12:30 pm	University Guest House, University Campus, MLSU, Udaipur
28.	Cook Services/Kitchen Services			
29.	House Keeping attendant Services / F&B Attendant			

<b>Category F : Service Consultants for University Sports Board:</b>				
30.	Badminton/Basketball/Boxing/Athletics/Chess/Cricket Coach/Trainer Services	27.12.2025	10:30 am to 12:30 pm	University Sports Board Office, Atal Bihari Vajpayee Multipurpose Indoor Hall, M.B. Ground Sports Complex, Mohanlal Sukhadia University, Udaipur

<b>Category G : Service Consultants for Supporting Services :</b>				
Aptitude Test (100 marks)				
	Date	Time	Venue	
1. Gardening Services	30.12.2025	10:30 am to 12:30 pm	University Guest House, University Campus, MLSU, Udaipur	
2. Ground Maintenance Services		10:30 am to 12:30 pm		
3. Laboratory Attendant Services		10:30 am to 12:30 pm		
4. Library Cleaner Services		10:30 am to 12:30 pm		
5. Security Guard Services (Civil)		10:30 am to 12:30 pm		
6. Watchman/ Chowkidar Services		10:30 am to 12:30 pm		
7. Driver Services to run University Vehicles		10:30 am to 12:30 pm		
8. Peons & Class IV Services		01:00 pm to 03:00 pm		
9. Sweeping & Cleaning Services		01:00 pm to 03:00 pm		


**Important Note :**

1. Qualifying marks to appear in Aptitude Test is 40% in Job Test.
2. For Category A : Service Consultants-for Office Services, there will be
  - (i) Typing Speed Test on Computer &
  - (ii) Theoretical Test for for maximum 35 marks each for the following services :
    1. Accounting Services (For GST, TDS, Income Tax and preparation of Balance Sheet
    2. Office & Accounting Service Assistance with IT Services
    3. Purchase & Store Assistance Service for Guest House with IT Services
3. Applicants who have retired from MLSU services shall be exempt from Job Test.
4. All the candidates are required to reach at the venue before one hour of the schedule of Job Test and **BRING Hard Copy of the Application** along with one color photograph and ID proof for verification.

  
(Prof. C. P. Jain)  
Member Secretary

Copy for information and wide publicity to:

1. All the Deans, Directors & Unit Heads of the University.
  - (i) UCoS, (ii) UCCMS, (iii) UCSSH, (iv) UCLaw, (v) FMS, (vi) PRC (vii) Computer Centre, (viii) P.G.Studies.
2. The Registrar / Comptroller / Controller of Examinations, MLSU, Udaipur.
3. The Chairman, University Sports Board, MLSU, Udaipur.
4. The Chief Warden, University Hostels, MLSU, Udaipur.
5. The Dy. Librarian, University Central Library, MLSU, Udaipur
6. The Head, Department of Geology, MLSU, Udaipur.
7. The OIC, University Guest House & Tourism Programme, MLSU, Udaipur
8. The University Engineer, MLSU, Udaipur.
9. The Dy. Registrar (Examinations), MLSU, Udaipur
10. The Dy. Registrar, GAD, MLSU, Udaipur to report the order in the next meeting of the BOM.
11. The P.S. to VC, MLSU, Udaipur
12. The Addl. P.S. to Registrar / Comptroller / COE, MLSU, Udaipur
13. The OIC, University Internet Centre to upload the same on University Website.
14. ....MLSU, Udaipur.
15. The Coordinator/Representative, SUMS, MLSU, Udaipur for necessary programming and preparation.
16. Guard file.

  
(Prof. C. P. Jain)  
Member Secretary

# MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR

## Job Test

Job test for different posts will be held on date and time given below against each post. Candidates are required to report to examination centre at 9.30 AM for job test. They are also required to bring copy of application form and self attested photocopy of ID proof.

Venue : University Computer Centre, Vigyan Bhawan, Block-A, University Campus, Udaipur

Category	Name of Service Consultants	Date of Exam	Batch and Roll No	Time
A	Training and Development Executive Services	26-12-2025	All candidates	10.00AM-12.00PM
A	Network Engineer Services	26-12-2025	All candidates	10.00AM-12.00PM
B	Website Developer Services	26-12-2025	All candidates	10.00AM-12.00PM
F	Training and Development Assistant Services	26-12-2025	All candidates	10.00AM-12.00PM
I	Informatic Assistance Services	26-12-2025	All candidates	10.00AM-12.00PM
E	Training and Development Associate Services	26-12-2025	All candidates	10.00AM-12.00PM
F	Programming Executive Services	26-12-2025	All candidates	10.00AM-12.00PM
J	Data Entry Assistance Services with IT Services	26-12-2025	Batch-1	10.00 AM onward
I	Informatic Assistance Services	26-12-2025	Batch-2	
J	Clerical, Office Work, Computer Operating, Accounting, Purchase & Store Assistance with IT Services	26-12-2025	Batch-1 Batch-2 Batch-3	

*Handwritten signature*  
23/12/2025

DIRECTOR  
Univ. Computer Centre  
M.L. Sukhadia University  
UDAIPUR