



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

No. SFAB/MLSU/2025-26/09

Dated : 26/ 12/2025

**OFFICE ORDER
(RESCHEDULE FOR JOB TEST/ APTITUDE TEST DATE, TIME & VENUE)**

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.

Category B : Service Consultants for Office Services				
1.	Clerical, Office Work, Computer Operating, Accounting, Purchase & Store Assistance with IT Services	30.12.2025 (Theory)	02:00 PM onwards	University Computer Centre, Vigyan Bhawan, Block-A, University Campus, MLSU, Udaipur
2.	Stenography Assistance with IT Services – English/Hindi	30.12.2025	02:00 PM onwards	University Computer Centre, Vigyan Bhawan, Block-A, University Campus, MLSU, Udaipur
3.	Office Executive with IT Services	30.12.2025	02:00 PM onwards	University Computer Centre, Vigyan Bhawan, Block-A, University Campus, MLSU, Udaipur
4.	Office Associate Executive with IT Services			
5.	Office Assistant Executive with IT Services			
6.	Public Relation & Media Advisor Assistance Services:	30.12.2025	02:00 PM onwards	Deptt. of Journalism, UCSSH, MLSU, Udaipur

Category D : Service Consultants for Laboratory, Library & Other Services:				
1.	Laboratory Assistance Services <ul style="list-style-type: none"> Science Subjects Computer 	30.12.2025	11:00 am onwards	Language Lab Deendayal Bhawan University College of Science, MLSU Udaipur

Category E : Service Consultants for Guest House/Tourism Programms Services:				
1.	Steward Services / House Keeping Services / Guest Associate Services/ Professional Chef Services	01.01.2026	10:00 am onwards	University Guest House, University Campus, MLSU, Udaipur
2.	Care Taker Services			
3.	Cook Services/Kitchen Services			
4.	House Keeping attendant Services / F&B Attendant			
5.	Assistant Cook Services			
6.	Kitchen Helper/Kitchen Masalchi Services			
7.	Waiter / Restaurant Person Services			
8.	Room Boy Services			

[Signature]

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Category G : Service Consultants for Supporting Services :

Aptitude Test (100 marks)

		Date	Time	Venue
1.	Gardening Services	02.01.2026	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. 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) Dean, P.G.Studies.
2. The Director, Computer Centre, MLSU, Udaipur to make necessary arrangement.
3. The Registrar / Comptroller / Controller of Examinations, MLSU, Udaipur.
4. The Chairman, University Sports Board, MLSU, Udaipur.
5. The Chief Warden, University Hostels, MLSU, Udaipur.
6. The Dy. Librarian, University Central Library, MLSU, Udaipur.
7. The Head, Department of Geology, MLSU, Udaipur.
8. The OIC, University Guest House & Tourism Programme, MLSU, Udaipur.
9. The University Engineer, MLSU, Udaipur.
10. The Dy. Registrar (Examinations), MLSU, Udaipur.
11. The Dy. Registrar, GAD, MLSU, Udaipur to report the order in the next meeting of the BOM.
12. The P.S. to VC, MLSU, Udaipur
13. The Addl. P.S. to Registrar / Comptroller / COE, MLSU, Udaipur
14. The OIC, University Internet Centre to upload the same on University Website.
15.MLSU, Udaipur.
16. The Coordinator/Representative, SUMS, MLSU, Udaipur for necessary programming and preparation.
17. Guard file.


 (Prof. C. P. Jain)
 Member Secretary