



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

Essential Qualifications for various  
**Service Consultant Services**

- A. SERVICE CONSULTANT – FOR OFFICE SERVICES
- B. SERVICE CONSULTANT – FOR TECHNICAL SERVICES
- C. SERVICE CONSULTANT – FOR SUPPORTING SERVICES

**A. SERVICE CONSULTANT – FOR OFFICE SERVICES**      **Proposed**  
**Contractual Compensation**

**1. Software Engineer Services**      **Rs. 35000.00**

MCA /M.Sc. (IT) /B.E./B.Tech in Computer Science / IT with 5 years relevant experience in application design & development.

**Desirable** : Experience of working in University will be preferred.

**2. IT Support Services – Software / Programming**      **Rs. 14,000.00**

MCA /M.Sc. (IT) /B.E./B.Tech in Computer Science / IT with 1 year relevant experience in application design & development.

**Desirable** : Experience of working in University will be preferred.

**3. (a) Stenography and Secretarial Assistance with IT services**

**Rs. 15,000.00**

- 1. Senior Secondary from a recognised Board or its equivalent examination; and
- 2. “O” or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India;

OR

Diploma in Computer Science / Computer Applications from a University established by law in India or from an institution recognised by the Government;

OR

Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government.

- 3 Having a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typing. Candidates having knowledge of Hindi typing will be preferred.

OR

Having a speed of 80 words per minute in Hindi Shorthand and 30 words per minute in Hindi typing. Candidates having knowledge of English typing will be preferred.

**(b) Supervisory Services**

**Rs. 15,000.00**

Graduate with Office Supervision experience of 10 years preferably in the University.

**4. (a) IT Support Service-Data Entry & Programming Assistance**

Graduate with One year relevant experience.

**Rs. 10,000.00**

**(b) IT Support Service-Programming Assistance**

**Rs. 10,000.00**

BCA/BSc(Computer Science/IT) PGCDA with one year relevant experience.

**© IT Office Assistance-Computer Operating & Office Work**  
**&**

**(d) Clerical and Accounting Service Assistance**

**Rs. 10,000.00**

(a) Senior Secondary from a recognized Board or its equivalent Examination,  
and

(b) “O” or Higher Level Certificate Course conducted by DOEACC under control  
of the Department of Electronics, Govt. of India

**OR**

Computer Operator & Programming Assistant (COPA) /Data Preparation and  
Computer Software (DPCS) Certificate organized under National / State Council of  
Vocational Training Scheme

**OR**

Diploma in Computer Science / Computer Applications from a University  
established by law in India or from an institution recognized by the Government

**OR**

Diploma in Computer Science & Engineering from a Polytechnic institution  
recognized by the Government

**OR**

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted  
by Vardhman Mahaveer Open University, Kota under control of Rajasthan  
Knowledge Corporation Limited.

**Experience :** Preference will be given to those who have at least Five Years work  
experience in the University.

**(e) Purchase & Store Assistance for Guest House**

**Rs. 10,000.00**

As per Clerical and Accounting Service.

**Experience :** Preference will be given to those who have work experience in the  
University and in the related field.

**5. EPABX Operating Services**

**Rs. 8,000.00**

Graduate with one year relevant experience and fluency in English & Hindi.

**6. Matron Services for University Hostels**

**Rs. 6,500.00**

Related experience of 5 years working in University Hostels.

**B. SERVICE CONSULTANT – FOR TECHNICAL SERVICES Contractual Compensation**

**1. Junior Engineer (Civil) Services**

**Rs. 12,500.00**

Must have degree in Civil Engineering.

**Desirable :** Experience of One year of supervision of construction will be  
preferred.

- 2. Lab. Assistance Services** **Rs. 8,000.00**  
 Graduate ( with concerned discipline / subject )  
**Desirable** : Two years working experience in a recognized institution
- 3. Library Assistance Services** **Rs. 10,000.00**  
 Graduate with Library & Information Science from a recognized University and knowledge of Computer Typing .  
**Desirable** : Experience of working in University/College Library.
- 4. Care Taker Services for Guest House** **Rs. 12,500.00**  
 Post Graduate, good & polite communication skill. Should have minimum experience of five years in a Guest House or Hotel.
- 5. Cook Services for Guest House** **Rs. 9,000.00**  
 Minimum Secondary Examination pass. Should have minimum Five years experience of working in a good hotel, good knowledge Cooking plus knowledge of Tandoor.
- 6. (a) Assistant Cook services for Guest House/Tourism Prog.** **Rs. 6,200.00**  
 Minimum VIII pass. Should have minimum Three years experience of working in a good hotel. Good Cooking knowledge.
- (b) Kitchen Helper Services for Guest House/Tourism Programme** **Rs.6200.00**  
 Minimum VIII pass. Should have minimum Three years experience of working in a good hotel. Knowledge of Roti Making, Cooking, cutting, cleaning and other things.
- © Masalchi Services for Guest House/Tourism Programme** **Rs.6200.00**  
 Minimum VIII pass. Should have minimum One year experience in a good hotel.
- (d) Waiter Services for Guest House /** **Rs.6200.00**  
**Restaurant Person Services for Guest House** **Rs.6200.00**  
 Minimum VIII pass. Should have minimum Three years experience of working in a good hotel. Should have good knowledge of working in restaurant.
- (e) Room Boys** **Rs. 6,200.00**  
 Minimum VIII pass. Should have minimum Three years experience of working in a good hotel. Should have good knowledge of cleaning of room, bathroom – Room making; public area cleaning and related work.
- 7. Mason Services** **Rs.11,000.00**  
 Literate & Building Work Experience of 5 years.
- 8. Carpanter Services** **Rs. 11,000.00**  
 Literate & Carpentry & Joinery work Experience of 5 years.
- 9. Junior Mistry Services** **Rs. 8,500.00**  
 Literate and Supervision experience of 5 years of Building work.  
 OR Subject concern job work experience of 5 years.

## **11. Beldar Services**

**Rs. 7,500.00**

### **Helper with Mason Services**

### **Helper Services**

Literate & can carry out Building Maintenance or work.

## **C. SERVICE CONSULTANT – FOR SUPPORTING SERVICES Contractual Compensation**

- 1. Peons & Class IV Services for Offices **Rs. 6,200.00****  
**Lab. Attendant Services for Laboratories**  
**Lib. Cleaner/Lib. Boy Services for Libraries**  
**Sweeping Services / Cleaning Services**  
**Gardening Services**

Minimum VIII Class pass with reading knowledge of English and Hindi & Writing knowledge in Hindi.

**Desirable:** Preference will be given to those who have work experience in the University.

### **Note :**

1. Persons having service experience of Mohanlal Sukhadia University, Udaipur will be paid extra as under :
- |   | <b>Office/Tech Serv.</b> | <b>Supporting Serv.</b> |
|---|--------------------------|-------------------------|
| (i) Minimum two year and<br>Up to three years work experience | Rs. 500/-                | Rs. 400/-               |
| (ii) More than three years of experience                      | Rs. 1000/-               | Rs. 800/-               |
2. No Free accommodation will be provided by the University.



**UNIVERSITY SELF FINANCING ADVISORY BOARD**  
**MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR-313001**  
**Application Form for Service Consultant**

01. Post : .....  
02. Caste / Category : .....  
if OBC(Non-creamy layer)/ST/SC:  
Name the Authority issuing Caste Certificate :.....  
Place of Issue : .....State : .....  
03. Differently abled : .....  
04. Payment Method / Transaction ID : .....  
Session ID...../IP...../Date...../Time .....

Photograph

Signature

**Personal Information**

05. Applicant's Name : .....  
06. Father's Name : .....  
07. Mother's Name : .....  
08. Applicant's Date of Birth : .....  
09. Gender : .....  
10. Applicant's E-Mail ID : .....  
11. Applicant's Mobile No. : .....  
12. Nationality : .....  
13. Permanent Address : .....  
.....  
.....  
.....  
14. Present Address : .....  
.....  
.....  
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**15. Educational Qualification**

S.N o.	Examination Name	Year	Board /Univ.	Max. Marks	Marks Obtained	Percentage
1						
2						
3						
4						
5						
6						

**16. Experience**

S.No.	Designation	Name of Employer	Dates of		Salary with grade	Reason of Leaving
			Joining	Relieving		
1						
2						
3						
4						

**17. Others details if any :**

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Note: Applicants shall be required to bring self attested copies of their documents along with original documents for verification at the time of interview No enclosures are required while making application.

**DECLARATION**

If any information is found to be incorrect, I shall be fully responsible for the same and my candidature may be cancelled.

**Date**

**Signature**