



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

No. SFAB/MLSU/2017-18/100

Dated : 17.01.2018

NOTIFICATION

Online Applications are invited for Empanelment of following Service Consultants on contractual compensation for various self financing courses / programmes / schemes of the University for a period of six months renewable up to a maximum period of further five months. Candidates shall apply online from University website www.mlsu.ac.in up to 31.01.2018 and deposit the prescribed fee through CREDIT / DEBIT CARD, NET BANKING. The hard copy of the application must be submitted in person or by post to the office of the Self Financing Advisory Board, Mohanlal Sukhadia University, Administrative Office, Udaipur upto 07.02.2018. After the last date, application(s) shall not be entertained under any circumstances. University shall not be responsible for any postal delay.

S. No.	Name of Service Consultants to be empanelled	Proposed Contractual Compensation
A. SERVICE CONSULTANT – FOR OFFICE SERVICES		
1.	IT Support Services - Software Engineer Services	25000.00
2.	IT Support Services – Programming Services	14000.00
3.	IT Support Service-Programming Assistance Services	10000.00
4.	IT Support Service-Data Entry & Programming Assistance Services	10000.00
5.	IT Office Assistance-Computer Operating & Office Work Services	10000.00
6.	IT Support Services – Hardware Maintenance Services	10000.00
7.	Supervisory Services with IT Services	15000.00
8.	Stenography and Secretarial Assistance with IT Services	15000.00
9.	Clerical and Accounting Service Assistance with IT Services	10000.00
10.	Purchase & Store Assistance for Guest House with IT Services	10000.00
B. SERVICE CONSULTANT – FOR TECHNICAL SERVICES		
1.	Junior Engineer (Civil) Services	12500.00
2.	Laboratory Assistance Services	10000.00
3.	Library Assistance Services	10000.00
4.	Care Taker Services for Guest House	12500.00
5.	Cook Services for Guest House	9000.00
6.	Masonry Services for Building work / Maintenance work	11000.00
7.	Carpanter Services	11000.00
8.	Junior Mistry Services for Maintenance work	8500.00
9.	Beldar Services for Building work / Maintenance work	7500.00
10.	Helper with Mason Services for Building work / Maintenance work	7500.00
11.	Helper Services for Building work / Maintenance work	7500.00
12.	EPABX Operating Services	8000.00
C. SERVICE CONSULTANT–FOR SUPPORTING SERVICES		
1.	Matron Services for University Hostels	6500.00
2.	Peons & Class IV Services for Offices	6200.00
3.	Laboratory Attendant Services for Laboratories	6200.00
4.	Library Cleaner / Library Boy Services for Libraries	6200.00
5.	Sweeping Services / Cleaning Services	6200.00
6.	Gardening Services	6200.00

7.	Chowkidar Services	6200.00
8.	Security Guard Services	9000.00
9.	Assistant Cook services for Guest House/Tourism Programme	6200.00
10.	Kitchen Helper Services for Guest House/Tourism Programme	6200.00
11.	Masalchi Services for Guest House/Tourism Programme	6200.00
12.	Waiter Services for Guest House	6200.00
13.	Restaurant Person Services for Guest House	6200.00
14.	Room Boy Services for Guest House	6200.00

GENERAL INFORMATIONS, TERMS AND CONDITIONS :

1. Prescribed on line application fee for various **SERVICE CONSULTANTS :**

	General	SC/ST/OBC (non creamy layer)
(A) FOR OFFICE SERVICES	500.00	250.00
(B) FOR TECHNICAL SERVICES	500.00	250.00
(C) FOR SUPPORTING SERVICES	200.00	100.00

- Candidate must fulfil the required minimum qualifications up to the last date of submission of online application.
- Mere applying does not entitle the candidate to be empanelled and wherever required, Aptitude test will be conducted. The Scheme and Syllabus of such tests for the service consultants will be uploaded in time on University website www.mlsu.ac.in.
- While submitting the Hard copy of the application form, every page of the application and annexure as well as certificates must be self attested.
- Preference will be given to those who have work experience in the University.
- University accommodation / Free accommodation will not be provided by the University.
- Initially the term of Empanelment will be for a period of six months which can be renewable on satisfactory service up to a maximum period of further five months. It is clarified that this process is not a part of regular appointment and is purely a time being arrangement to meet the exigency of work.
- Candidates engaged from the list of empanelled persons shall have to execute a bond on non-judicial stamp of Rs. 100/- in the prescribed format and abide by the terms and conditions of the bond.
- Candidates engaged from the list of empanelled persons will be entitled to get only the contractual compensation prescribed for the service consultants and will not be entitled for any other benefit of any kind.
- The engagement from the list of empanelled persons will be subject to Police and Two Reference verifications, if required.
- Persons having working experience of Mohanlal Sukhadia University, Udaipur will be paid extra in addition to the proposed compensation as under :

	Office/Tech. Serv.	Supporting Serv.
(i) Minimum two year and up to three years work experience	Rs. 500/-	Rs. 400/-
(ii) More than three years of experience	Rs. 1000/-	Rs. 800/-
- All updates and further information for this empanelment including corrigendum, amendments etc. will be uploaded from time to time only on university website and the candidates are advised to visit the University Website www.mlsu.ac.in regularly for updates.

MEMBER SECRETARY



**SELF FINANCING ADVISORY BOARD
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR-313001**

Application Form for Service Consultant

01. Name of Services applied for :
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. Applicant's PAN :
13. Applicant's Aadhar No. :
14. Nationality :
15. Permanent Address :
-
-
-
16. Present / Postal Address :
-
-
-

17. Educational & Technical Qualification

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

18. Experience

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

19. Experience in Mohanlal Sukhadia University :

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

20. Two References from persons equal to or above the rank of Gazetted Officers of the Govt.:

S. No.	Name	Designation	Office Address, Mobile Number and email address	Residential Address and Landline Number, if any

21. Others details if any :

.....

Date : _____

Signature

UNDERTAKING

I undertake to understand that this process of empanelment / engagement is purely a time being arrangement to meet out the exigency of work and is not a process of regular appointment. Further, the engagement from the list of empanelment will be on work requirement basis and in case of no work exigency, the engagement can be discontinued. In case of engagement from the list of empanelment, I shall be entitled to get only the contractual compensation prescribed for the service consultants and will not be entitled for any other benefit of any kind and I will execute a bond on non-judicial stamp of Rs. 100/- in the prescribed format and abide by the terms and conditions of the bond.

Date : _____

Signature

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



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

Essential Qualifications & Compensation for various
Service Consultants
for Office, Technical & Supporting Services

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

<u>A.</u>	<u>SERVICE CONSULTANT – FOR OFFICE SERVICES</u>	<u>Proposed per month</u> <u>Contractual Compensation</u>
1.	<u>IT Support Services-Software Engineer Services</u> Rs. 25000.00 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 and operate Integrated University Management System (IUMS) will be preferred.	
2.	<u>IT Support Services–Programming Services</u> 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.	<u>IT Support Service-Programming Assistance Services</u> Rs. 10,000.00 BCA/BSc(Computer Science/IT) PGCEA with one year relevant experience.	
4.	<u>IT Support Service-Data Entry & Programming Assistance Services</u> Graduate with One year relevant experience.	Rs. 10,000.00
5.	<u>IT Office Assistance-Computer Operating & Office Work Services</u> (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	Rs. 10,000.00

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.

6. IT Support Services – Hardware Maintenance Services Rs. 10000.00

(a) Graduation with Diploma in Hardware Maintenance from a recognized Institute OR Diploma in Computer Hardware from a recognized polytechnic institute.

(b) Minimum one year experience of working in a recognized institute / reputed organization in the relevant areas.

7. Supervisory Services with IT Services Rs. 15,000.00

Graduate with Office Supervision experience of 10 years preferably in the University. Knowledge of computer is must.

8. Stenography and Secretarial Assistance with IT services

Rs. 15,000.00

1. Senior Secondary from a recognised Board or its equivalent examination; and
2. Knowledge of computer is must.
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.

9. Clerical and Accounting Service Assistance with IT Services

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.

10. **Purchase & Store Assistance for Guest House with IT Services** Rs. 10,000.00
As per Clerical and Accounting Service Assistance with IT Services.
Experience : Preference will be given to those who have work experience in the University and in the related filed.

	<u>Proposed per month</u>
B. <u>SERVICE CONSULTANT – FOR TECHNICAL SERVICES</u>	<u>Contractual Compensation</u>
1. <u>Junior Engineer (Civil) Services</u> Must have degree in Civil Engineering. Desirable : Experience of One year of supervision of construction will be preferred.	Rs. 12,500.00
2. <u>Laboratory Assistance Services</u> Graduate (with concerned discipline / subject) Desirable : Two years working experience in a recognized institution	Rs. 10,000.00
3. <u>Library Assistance Services</u> Graduate with Library & Information Science from a recognized University and knowledge of Computer Typing . Desirable : Experience of working in University/College Library.	Rs. 10,000.00
4. <u>Care Taker Services for Guest House</u> Post Graduate, good & polite communication skill. Should have minimum experience of five years in a Guest House or Hotel.	Rs. 12,500.00
5. <u>Cook Services for Guest House</u> Minimum Secondary Examination pass. Should have minimum Five years experience of working in a good hotel, good knowledge Cooking plus knowledge of Tandoor.	Rs. 9,000.00
6. <u>Masonry Services for Building work/Maintenance work</u> Rs.11,000.00 Literate & Building Work Experience of 5 years.	

7. **Carpanter Services** Rs. 11,000.00
Literate & Carpentry & Joinery work Experience of 5 years.
8. **Junior Mistry Services for Maintenance work** Rs. 8,500.00
Literate and Supervision experience of 5 years of Building work.
OR
Subject concern job work experience of 5 years.
9. **Beldar Services for Building work/Maintenance work** Rs. 7,500.00
Literate & can carry out Building Maintenance or work.
10. **Helper with Mason Services for Building work/Maintenance work** Rs.7,500.00
Literate & can carry out Building Maintenance or work.
11. **Helper Services for Building work/Maintenance work** Rs.7,500.00
Literate & can carry out Building Maintenance or work.
12. **EPABX Operating Services** Rs. 8,000.00
Graduate with one year relevant experience and fluency in English & Hindi.

<u>C. SERVICE CONSULTANT-FOR SUPPORTING SERVICES</u>		<u>Proposed per month</u> <u>Contractual Compensation</u>
1.	<u>Matron Services for University Hostels</u> Related experience of 5 years working in University Hostels.	Rs. 6,500.00
2.	<u>Peons & Class IV Services for Offices</u>	Rs. 6,200.00
3.	<u>Lab. Attendant Services for Laboratories</u>	Rs. 6,200.00
4.	<u>Lib. Cleaner/Lib. Boy Services for Libraries</u> 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. Relaxation : Persons working/worked in the University and having experience of University work and fulfil the required minimum qualifications will be given preference in selection on the basis of experience in number of years. Relaxation in minimum academic qualification will be given on the basis of experience in number of years to those who have passed up to V standard.	Rs. 6,200.00

5. **Sweeping Services / Cleaning Services** Rs. 6,200.00
6. **Gardening Services** Rs. 6,200.00
7. **Chowkidar Services** Rs. 6,200.00
Having basic knowledge of reading & writing.
8. **Security Guard Services** Rs. 9,000.00
Retired persons from Defence Services, CISF Services,
BSF Services, RAC Services & Police Services.
Must be sound in health.
Preference will be given to the persons having valid armed licence.
Will have to submit in original the Discharge Book along with
a photocopy for verification and Identity Card issued by the
Sainik Kalyan Board / proper issuing authority.
Valid discharge certificate and valid pension book is must.
Age should not be above 60 years. Must come in own Uniform.
9. **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.
10. **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.
11. **Masalchi Services for Guest House/Tourism Programme** Rs. 6200.00
Minimum VIII pass. Should have minimum One year
experience in a good hotel.
12. **Waiter 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.
13. **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.
14. **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.