



OFFICE OF THE SELF FINANCING ADVISORY BOARD  
MOHANLAL SUKHADIA UNIVERSITY  
UDAIPUR-313001

No. SFAB/MLSU/2020-21/647

Date : January 02, 2021

**NOTIFICATION**

Online Applications are invited for Empanelment of Service Consultants in following categories on fixed contractual compensation as per contractual compensation category & level given below for a period of six months renewable up to a maximum period of further five months. Candidates shall apply online through University website [www.mlsu.ac.in](http://www.mlsu.ac.in) up to **18.01.2021** and deposit the prescribed fee through CREDIT / DEBIT CARD, NET BANKING. After the last date, application(s) shall not be entertained under any circumstances.

Hard copy of the application with self attested copies of the cast/category certificate, educational and technical qualifications and experience etc. will be required / to be submitted at the time of Aptitude Test. In absence of the same, the candidate will not be permitted to appear in the Aptitude Test.

Applicants will be permitted provisionally to appear in the Job test (wherever applicable) & Aptitude Test 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.

**Good Computer Knowledge is essential for all the services except category "C".**

**Category A : Service Consultants for Office Services :**

S. No.	Name of Service, Qualification, Desirable/Experience	Contractual Compensation Category
<b>IT Support Services :</b>		
6.	Computer Operating & Office Work Services	G
<b>Stenography and Secretarial Services</b>		
10.	Stenography and Secretarial Assistance with IT services	K
<b>Clerical and Accounting Services</b>		
12.	Office & Accounting Service Assistance with IT Services	G

**Category B : Service Consultants for Technical Services :**

S.No.	Name of Service, Qualification, Desirable/Experience	Contractual Compensation Category
2.	Laboratory Assistance Services	G
4.	Library Assistance Services	G

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### **Category C : Service Consultants for Supporting Services :**

S. No.	Name of Service, Qualification, Desirable/Experience	Contractual Compensation Category
2.	Peons & Class IV Services for Offices	A
3.	Lab. Attendant Services for Laboratories	A
4.	Lib. Cleaner/Lib. Boy Services for Libraries	A
5.	Sweeping Services / Cleaning Services	A
7.	Chowkidar Services Having basic knowledge of reading & writing ( 2 to 6)	A

### **CONTRACTUAL COMPENSATION CATEGORIES FOR LEVEL 0 TO 2**

S.No.	Compensation Category	Level-0 Rs.	Level-1 Rs.	Level-2 Rs.
1.	Category-A	6900	7700	8500
7.	Category-G	11000	12000	13000
12.	Category-K	16500	17500	18500

### **GENERAL INFORMATION, TERMS AND CONDITIONS :**

1. Prescribed on line application fee for various **SERVICE CONSULTANTS :**  
**General SC/ST/OBC (non creamy layer)**  
(A) FOR Contractual Compensation Rs. 500.00 Rs. 250.00  
Category D to N  
(B) FOR Contractual Compensation Rs. 200.00 Rs. 100.00  
Category A to C
2. Age Limit: Not above 60 Years.
3. Candidate must fulfil the required minimum qualifications up to the last date of submission of online application.
4. Mere applying does not entitle the candidate to be empanelled and wherever required, Job Test will be conducted. The Scheme and Syllabus of such tests for the service consultants will be uploaded in due course of time on University website [www.mlsu.ac.in](http://www.mlsu.ac.in).
5. While submitting the Hard copy of the application form, every page of the application and annexure as well as certificates must be self attested.
6. University accommodation/Free accommodation will not be provided by the University.
7. Initially the term of Empanelment will be for a period of six months which can be renewed on providing 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.
8. 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.
9. Candidates engaged from the list of empanelled persons will be entitled to get only the contractual compensation prescribed for the service consultants as per category and will not be entitled for any other remuneration of any kind.
10. The engagement from the list of empanelled persons will be subject to Two Reference verifications, if required.
11. 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](http://www.mlsu.ac.in) regularly for updates.



MEMBER SECRETARY

Copy for information and vide publicity to:

1. All the Members of the Self Financing Advisory Board, MLSU, Udaipur.
  - (i) BOM Nominee
  - (ii) Faculty Chairmen
  - (iii) External Members
  - (iv) Co-opted Members
2. All the Deans, Directors & Unit Heads of the University.
  - (i) UCoS, (ii) UCCMS, (iii) UCSSH, (iv) UCLaw, (v) FMS, (vi) PRC
  - (v) Computer Centre, (vi) P.G.Studies.
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. The OIC, IUMS, MLSU, Udaipur for necessary programming and preparation.
16. Guard file.

  
MEMBER SECRETARY



OFFICE OF THE SELF FINANCING ADVISORY BOARD  
MOHANLAL SUKHADIA UNIVERSITY  
UDAIPUR-313001

Essential Qualifications & Contractual Compensation for various  
**Service Consultants**  
for Office, Technical, Supporting, Guest House & Sports Board Services

**Category A : Service Consultants for Office Services :**

S. No.	Name of Service, Qualification, Desirable/Experience	Contractual Compensation Category
<b>IT Support Services :</b>		
6.	<p><b>Computer Operating &amp; Office Work Services</b></p> <p>(a) Senior Secondary from a recognized Board or its equivalent Examination, and</p> <p>(b) "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Govt. of India</p> <p><b>OR</b></p> <p>Computer Operator &amp; Programming Assistant (COPA) /Data Preparation and Computer Software (DPCS) Certificate organized under National / State Council of Vocational Training Scheme</p> <p><b>OR</b></p> <p>Diploma in Computer Science / Computer Applications from a University established by law in India or from an institution recognized by the Government</p> <p><b>OR</b></p> <p>Diploma in Computer Science &amp; Engineering from a Polytechnic institution recognized by the Government</p> <p><b>OR</b></p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p> <p><b>Experience :</b> Preference will be given to those who have at least Five Years work experience in the University.</p>	G
<b>Stenography and Secretarial Services</b>		
10.	<p><b>Stenography and Secretarial Assistance with IT services</b></p> <p>1. Senior Secondary from a recognized Board or its equivalent examination; and</p> <p>2. Knowledge of computer is must.</p> <p>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.</p> <p><b>OR</b></p> <p>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.</p>	K

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<b>Clerical and Accounting Services</b>		
12.	<p><b>Office &amp; Accounting Service Assistance with IT Services</b>  <b>(a)</b> Senior Secondary from a recognized Board or its equivalent Examination, and  <b>(b)</b> “O” or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Govt. of India</p> <p style="text-align: center;"><b>OR</b></p> <p>Computer Operator &amp; Programming Assistant (COPA) /Data Preparation and Computer Software (DPCS) Certificate organized under National / State Council of Vocational Training Scheme</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Computer Science / Computer Applications from a University established by law in India or from an institution recognized by the Government</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Computer Science &amp; Engineering from a Polytechnic institution recognized by the Government</p> <p style="text-align: center;"><b>OR</b></p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p> <p><b>Experience :</b> Preference will be given to those who have at least Five Years work experience in the University.</p>	G

**Category B : Service Consultants for Technical Services :**

S. No.	Name of Service, Qualification, Desirable/Experience	Contractual Compensation Category
2.	<p><b>Laboratory Assistance Services</b>  Graduate ( with concerned discipline / subject )  <b>Desirable :</b> Two years working experience in a recognized institution.</p>	G
4.	<p><b>Library Assistance Services</b>  Graduate with Library &amp; Information Science from a recognized University and knowledge of Computer Typing .  <b>Desirable :</b> Experience of working in University/College Library.</p>	G

**Category C : Service Consultants for Supporting Services :**

S. No.	Name of Service, Qualification, Desirable/Experience	Contractual Compensation Category
2. 3. 4.	<p><b>Peons &amp; Class IV Services for Offices</b>  <b>Lab. Attendant Services for Laboratories</b>  <b>Lib. Cleaner/Lib. Boy Services for Libraries</b>  Minimum VIII Class pass with reading knowledge of English and Hindi &amp; Writing knowledge in Hindi.  <b>Desirable:</b> Preference will be given to those who have work experience in the University.  <b>Relaxation:</b> Persons working/worked in the University and having experience of University work and fulfill the required minimum qualifications will be given preference in selection on the basis of</p>	A

*A. Chandra*

	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.	
5. 7.	<b>Sweeping Services / Cleaning Services</b> <b>Chowkidar Services</b> Having basic knowledge of reading & writing.	A

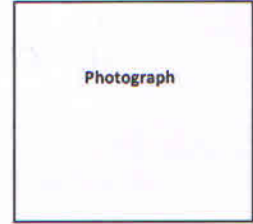
  
MEMBER SECRETARY



SELF FINANCING ADVISORY BOARD  
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR-313001

Application Form for Service Consultant  
( for one service only)

01. Name of Service applied for : .....  
02. Caste / Category : .....  
SC/ST/OBC(Non-creamy layer):  
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 : .....(Age Limit 60 Years)  
09. Gender : .....  
10. Applicant's E-Mail ID : .....  
11. Applicant's Mobile No. : .....  
12. Applicant's PAN : .....  
13. Nationality : .....  
14. Permanent Address : .....  
.....  
.....  
.....  
.....  
.....

15. Present / Postal Address : .....  
.....  
.....

**16. Educational & Technical Qualification**

S. No.	Examination Name	Year	Board /Univ.	Max. Marks	Marks Obtained	Percentage
1						
2						
3						
4						
5						
6						

**17. Experience of MLSU or State/Central University or Government Institution/office:**

S.No.	Designation	Name of Employer	Dates of		Salary with grade	Reason of Leaving
			Joining	Relieving		
1						
2						
3						
4						
5.						
6.						

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**18. Other Experience**

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

**19. 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

**20. 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 as per category 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 shall be liable to be cancelled.

Date : \_\_\_\_\_

Signature

**Important Note**

Hard copy of the application with self attested copies of the cast/category certificate, educational and technical qualifications and experience etc. will be required / to be submitted at the time of Aptitude Test. In absence of the same, the candidate will not be permitted to appear in the Aptitude Test.

