MOHANLAL SUKHADIA UNIVERSITY
UDAIPUR-313039

Essential Qualifications for various Non teaching posts

1. ### Dy. COMPTROLLER

Master's Degree in Commerce in I or II division or an equivalent or Chartered Accountant or its equivalent with ten years experience in accounts in a supervisory capacity.

Note : A person already working in this University who does not possess a Post-graduate degree but is a graduate of any faculty could be considered for the above posts, provided that such a person possesses at least ten years experience of accounts in supervisory capacity.

2. ### DY. REGISTRAR

1. At least a Second class Post-graduate Degree OR MBA in HRD / Personnel branch etc.

2. Ten years experience of administration in a position involving Supervision, Control and Planning in an educational institution of higher learning or ten years experience of teaching / research in a multi-faculty College, University or an Institute of higher learning or ten years experience in Management of a project of academic significance sanctioned by a University, UGC or the Central or the State Government.

Relaxation :

Persons already working in this University on the post of Section Officer or any equivalent post and who does not possess Master's Degree but who are Graduate could be considered provided that such persons possess ten years experience of actual Supervision, Control and Planning on such post.

3. ### ASSISTANT REGISTRAR

1. At least a Second class Post-graduate Degree OR MBA in HRD / Personnel branch etc.

2. Five years experience of administration in a position involving supervision, control and planning in an educational institution of higher learning or five years experience of teaching / research in a multi-faculty

College, University or an institute of higher learning or five years experience in management of a project of academic significance sanctioned by a University, UGC or the Central or the State Government.

Relaxation :

1. Relaxation in experience by two years can be made in case of SC/ST/OBC.

2. Persons already working in this University on the post of Section Officer or any equivalent post and who does not possess Master's Degree but who are Graduate could be considered provided that such persons possess six years experience of actual Supervision, Control and planning on such post.

4. STENOGRAPHER

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.

5. COACH

Graduate from recognized University / Institution with Diploma in Coaching in concerned game/Sports from National Institute of Sports.

Desirable : Preference will be given to those who have participated/represented at national level in concerned game/sports

6. STATISCITCAL ASSISTANT

First or Second class Master's Degree in Mathematics / Statistics / Economics or Commerce with one year's Diploma in Statistics alongwith Diploma /Certificate in Computer form Government /recognized Institution.

Desirable : Five years experience as Data Entry Operator. Experience of working in Institutions of Higher Education / University will be preferred.

7. JUNIOR TECHNICAL ASSISTANT(LIBRARY)(J.T.A.)

Graduate with Library & Information Science from a recognized University and knowledge of Computer Typing .

Desirable : Experience of working in University/College Library.

8. LAB. TECHNICIAN / LAB. ASSISTANT

1. **LABORATORY TECHNICIAN / LABORATORY ASSISTANT (Pharmacy)**

   Diploma in Pharmacy with Five Years Experience.

2. **LABORATORY TECHNICIAN / LABORATORY ASSISTANT (Geography)**

   (i) M.A. in Geography with two years experience of laboratory work

   (ii) Having sufficient knowledge of cartographic instruments, survey instruments, aerial photo, Remote sensing, GIS and Computer work

3. **LABORATORY TECHNICIAN / LABORATORY ASSISTANT (Science and other Subjects)**

   Graduate (Science with concerned subject)
   Two years working experience in a recognized institution

4. **LABORATORY TECHNICIAN / LABORATORY ASSISTANT (Visual Arts)**

   M.A. in Visual Arts.

5. **LABORATORY TECHNICIAN / LABORATORY ASSISTANT (Hotel & Tourism Management)**

   (i) Three / Four year degree course in Hotel Management from an AICTE / NCHMCT approved college or UGC approved University.

   (ii) Minimum 2 years experience in five star / Five Star Deluxe hotel and   / or at least 3 years experience in an UGC approved university.

9. H.L.A. (Head Legal Assistant)

1. Law Graduate

   OR

   Its equivalent with three years course of Proficiency degree.
2. Five years experience as Legal Assistant/teaching/research.

10. INFORMATIC ASSISTANT

(i) Graduate or higher degree in Computer Science / Computer Engineering / Computer Applications / Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India.

OR

Post Polytechnic Diploma in Computer Applications or 3 years Diploma in Computer Science & Engineering / Computer Applications / Information Technology or equivalent from a Polytechnic institution recognised by the Government.

OR

Graduate of a University established by law in India with Diploma in Computer Science / Computer Applications / Information Technology or equivalent of a University established by law in India or of an Institution recognized by the Government.

OR

Graduate of a University established by law in India with "O" or Higher Level Certificate course conducted by National Institute of Electronics and Information Technology (NIEIT) / DOEACC under the control of Department of Electronics, Government of India.

OR

Graduate of a University established by law in India with Computer Operator & Programming Assistant (COPA) / Data Preparation and Computer Software (DPCS) Certificate Organized under National / State Council of Vocational Training Scheme.

AND

(ii) Speed of 20 Words Per Minute typing in Hindi and English both

Desirable : Experience of working in University will be preferred.

11. CLERK GRADE-II

(**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

<div align="center">OR</div>

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

<div align="center">OR</div>

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

<div align="center">OR</div>

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.

12. MUSEUM KEEPER

B.Sc. with Geology as one of the optional subject

13. TABLA PLAYER

1.   B. Music with Tabla from any recognised University or any other recognized Institution.

2.   Minimum 12th Class pass from any recognised School.

14. CLASS - IV : (PEON, SWEEPER)

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.