



MOHANLAL SUKHADIA UNIVERSITY
UDAIPUR – 313001 (INDIA)

ANNEXURE-A

Work force services, qualification, experience and compensation (cmp) band

S.No.	Service Name	Qualification (s)	Experience	Cmp Band
<i>Consultant for Specialized Services</i>				
1	Advisor cum Administrative Consultant Services	Ph.D. in any discipline	At least 10 years experience in University system in teaching/ research/ administration/ extension education and completed sponsored project of Government funding agencies of minimum Rs. 20 Crores. Also, experience as NAAC Accreditation process, introduction and implication of new curriculum, recruitment process in Government bodies.	X
<i>Consultants for IT Support Services</i>				
2	Software Development Services	M.E./ M.Tech. in Computer Science	At least 03 years experience of software development in reputed companies/agencies.	A
3	Training and Development Executive Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT/ MBA (Finance as specialization)	At least 5 years relevant experience in teaching/ training, application design & development. Desirable: Experience of working in University/ HEI/ Reputed IT Companies and working with ERP modules will be preferred.	A
4	Training and Development Associate Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT/ MBA (Finance as specialization)	At least 2 years relevant experience in training, application design & development. Desirable: Experience of working in University/ HEI/ Reputed IT Companies and working with ERP modules will be preferred.	E



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5	Training and Development Assistant Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT/ MBA (Finance as specialization)	Relevant experience in training, application design & development. Desirable: Experience of working in University and working with ERP modules will be preferred.	F
6	Network Engineer Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT with network certification like CCNA.	At least 3 years of experience of large networks and; <ul style="list-style-type: none"> • Experience in planning and designing or operating service provider or large enterprise WAN/LAN Networks, • must have depth understanding of TCP/ IP protocol stack and operation, • must have knowledge on WAN technologies and protocols like MPLS, MPLS based VPNs, BGP, OSPF, ISIS, LDP, RSVP- any 3, • Exposure to multi-vendor network environment, • Knowledge on administration- A plus • Shell scripting, python scripting knowledge- A plus • Experience in managing firewalls. Desirable: Experience of working in University/ Industry will be preferred.	A



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7	Website Developer Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT	<p>At least 2 years relevant experience in website development and;</p> <ul style="list-style-type: none"> • Good knowledge and experience in tools/ technologies/ platforms like HTML, CSS, JQuery, PHP, WordPress, JavaScript, Bootstarp, MYSQL, AJAX, JSON, Codeigiter, Framework, Photoshop etc, • Good knowledge of Photoshop for designing SVG images, icons and stock images, • Good experience in of website designing and developing, • Skill to optimize applications for maximum speed, • Ability to collaborate with back-end and front-end to improve usability, • Proven work experience as a front-end developer, • Knowledge of SEO principles. <p>Desirable: Experience of working in University/ Industry will be preferred along with knowledge of Apps development.</p>	B
8	Software Engineer Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT	<p>At least 5 years relevant experience in application design and development.</p> <p>Desirable: Experience of working in University and operate Integrated University Management System (IUMS)/ SUMS will be preferred.</p>	A



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9	Programming Executive Services	MCA/ M.Sc. (IT)/ B.E./ B. Tech. in Computer Science/ IT	At least 1 years relevant experience in application design and development. Desirable: Experience of working in University will be preferred.	F
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10	Information Assistant Services	<p>i. Bachelor 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.</p> <p>OR</p> <p>Post Polytechnic Diploma in Computer Applications or 3 years Diploma in Computer Science & Engineering/ Computer Applications/ Information Technology or equivalent from a Polytechnic Institution recognized by the Government,</p> <p>OR</p> <p>Bachelor degree of a University established by law in India with Diploma in Computer Science/ Computer Applications/ Information Technology or equivalent of a University or an Institution recognized by the Government,</p> <p>OR</p> <p>Bachelor degree of a University</p>	Desirable: Experience of working in University will be preferred.	I
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11	Data Entry Assistance with IT Services	<p>a) Bachelor degree.</p> <p>b) “O” or higher level certificate course conducted by DOEACC under the control of Department of Electronics, Government of India,</p> <p>OR</p> <p>Computer Operator and Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organized under National/ State Council of Vocational Training Scheme</p> <p>OR</p> <p>Diploma in Computer Science/ Computer Applications from a University or an Institution recognized by the Government,</p> <p>OR</p> <p>Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government,</p> <p>OR</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation</p>	<p>At least 1 year relevant experience.</p> <p>Desirable: Experience of working in University will be preferred.</p>	J
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12	Hardware Maintenance Assistance Services	Bachelor degree with Diploma in Hardware Maintenance from recognized Institute, OR Diploma in Computer Hardware from recognized Polytechnic Institute.	At least 1 year relevant experience working in recognized Institute/ reputed organization in the associated areas. Desirable: Experience of working in University will be preferred.	J
Consultants for Office Services				
13	Officer on Special Duty (OSD) Services	Post Graduate Degree with basic knowledge of Computer operating and M S Office.	At least 3 years of relevant experience and 15 years of Office Supervision experience preferably of a University.	C
14	Office Executive with IT Services	Post Graduate Degree with basic knowledge of Computer operating and M S Office.	At least 15 years of Office Supervision experience preferably of a University system.	C
15	Office Associate Executive with IT Services	Post Graduate Degree with basic knowledge of Computer operating and M S Office.	At least 10 years of Office Supervision experience preferably of a University system.	D
16	Office Assistant Executive with IT Services	Bachelor Degree with basic knowledge of Computer operating and M S Office.	At least 5 years of Office Supervision experience preferably of a University system.	E
17	Accounting & Tax Executive with IT Services	a) Chartered Accountant, b) Proficient in maintaining Account Books including Final Accounts, c) Proficient in Tax Administration having sufficient knowledge of all prevailing taxation systems, d) Basic knowledge of Computer operating and M S Office.	Desirable: Experience of working in University will be preferred.	E



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18	Stenography Assistance with IT Services (Hindi/ English)	<p>1. Bachelor Degree from any recognized University/ Senior Secondary Certificate from any Central or State Education Board,</p> <p>2. Basic knowledge of Computer operating and M S Office,</p> <p>3. (a) Having speed of 100 words per minute in English Shorthand and 40 words per minute in English typing, (b) Having speed of 80 words per minute in Hindi Shorthand and 30 words per minute in Hindi typing. Candidates having knowledge of English and Hindi typing will be preferred.</p>	Desirable: Experience of working in University will be preferred.	E
19	Public Relation & Media Advisor Assistance Services	Post Graduate Degree in Journalism and Mass Communication with basic knowledge of Computer operating and M S Office.	At least 5 years of experience in Public Relation work for a Higher Education Institute (HEI).	E



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20	Clerical, Office Work, Computer Operating, Accounting, Purchase & Store Assistance with IT Services	<p>a) Senior Secondary Certificate from any Central or State Education Board.</p> <p>b) “O” or higher level certificate course conducted by DOEACC under the control of Department of Electronics, Government of India,</p> <p>OR</p> <p>Computer Operator and Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organized under National/ State Council of Vocational Training Scheme,</p> <p>OR</p> <p>Diploma in Computer Science/ Computer Applications from a University or an Institution recognized by the Government,</p> <p>OR</p> <p>Diploma in Computer Science & Engineering from a Polytechnic Institution recognized by the Government,</p> <p>OR</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota</p>	<p>At least 1 year relevant experience.</p> <p>Desirable: Experience of working in University will be preferred.</p>	J
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<i>Consultants for University Estate Office Services</i>				
21	Junior Engineer (Civil) Services	B.E./ B.Tech in Civil Engineering	Desirable: At least 1 year experience of supervision in construction	G
22	Junior Engineer (Electrical) Services	B.E./ B.Tech in Electrical Engineering	Desirable: At least 1 year experience of supervision of electrical work	G
23	Electrician Services	ITI Certificate in Electrical or Wireman from recognized institute with 2 years of experience, OR Senior Secondary Certificate with 15 years experience under P.W.D. approved contractor. Candidate must have to pass the required Job Test.	Experience included with qualifications. Candidate needs to ensure insurance conditions as per rules for engaging work force.	J
24	Nursing Assistance Services (Male/ Female)	Diploma in ANM/ GNM from a recognized Institute.	At least 2 years of experience in Nursing.	I
25	Masonry Services	Secondary School Certificate from any Central or State Education Board	At least 5 years of experience in Building Work.	J
26	Carpenter Services	Secondary School Certificate from any Central or State Education Board	At least 5 years of experience in Carpentry & Joinery.	J
27	Junior Mistry Services	8 th Pass	At least 5 years of experience in Building Work, OR At least 5 years of experience of subject concerned job work.	L
28	Belder & Helper Services for Building and Maintenance Work	8 th Pass and can carry out Building Maintenance or associated work.	Desirable: experienced applicants will be preferred.	N
<i>Consultants for Laboratory, Library & Other Services</i>				



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29	Laboratory Assistance Services (all disciplines viz. Sciences Subjects, Geology, Geography, Cartographic, drawing and Painting etc)	Bachelor Degree in the subject concerned from any recognized University with basic knowledge of Computer operating and M S Office.	Desirable: Persons with 2 years experience in a recognized Institute will be preferred.	I
	Laboratory Assistance Services (Computer)	Diploma with First Class in Computer Science/ Computer Applications/ IT or BCA or Bachelor degree in Computer Science/ Computer Applications/ IT or equivalent degree from recognized University/ Government Institute. Knowledge of Laboratory equipment and various application softwares is must.	Desirable: Relevant experience in associated discipline.	I
30	Library Assistance Services	Bachelor Degree in Library and Information Science from any recognized University with basic knowledge of Computer operating and M S Office.	Desirable: Experience of University/ College Library.	I
31	EPABX Operating Services	Bachelor Degree from any recognized University with fluency in English and Hindi.	At least 1 year relevant experience.	J



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32	Tabla Player Services	1. B.Music with Tabla from any recognized University or any recognized Institution, 2. Senior Secondary Certificate with relevant certificate from any recognized Institute.	Desirable: Experienced persons will be preferred.	J
33	Matron Services for University Hostels	Desirable: Literate	At least 3 years of experience in University/ College Hostels.	O
<i>Consultants for Guest House & Tourism Program Services</i>				
34	Steward/ House Keeping/ Guest Associate/ Professional Chef Services	Diploma in relevant Trade, OR Secondary School Certificate with 3 years experience in a good hotel. Experience can be relaxed to 2 years depending on experience and hotel category.	Included with qualifications.	G
35	Care Taker Services	Post Graduate with second division from a recognized University with good and polite communication skill.	At least 5 years experience of a Hotel or a Guest House.	H
36	Cook/ Kitchen Services	8 th Pass	At least 5 years experience of a Hotel/ related Trade.	K
37	House Keeping Attendant/ F& B Attendant Services	8 th Pass	At least 2 years experience of a Hotel/ related Trade.	M
38	Assistant Cook Services	8 th Pass with good cooking knowledge.	At least 3 years experience of working in a Hotel.	N
39	Kitchen Helper/ Kitchen Masalchi Services	8 th Pass with good knowledge of Roti making, Cooking, cutting, cleaning and associated tasks.	At least 1 year experience of working in a good Hotel.	N



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40	Waiter/ Restaurant Person Services	8 th Pass with good knowledge of working in restaurant.	At least 1 year experience of working in a good Hotel.	N
41	Room Boy Services	8 th Pass with good knowledge of cleaning of rooms, bathroom-room making, public area cleaning and associated tasks.	At least 1 year experience of working in a good Hotel.	N
Consultants for University Sports Board Services				
42	Fitness Trainer Services	Senior Secondary Examination Certificate any from Central or State Education Board	At least 03 years of experience in any Gym or fitness centre.	J
43	Badminton/ Basketball/ Boxing/ Athletics/ Chess/ Cricket Coach/ Trainer Services	Bachelor degree/ NID Diploma/ a national level player or inter University participation at least twice.	At least 03 years of experience in associated Games.	I
44	Wooden Court Care Taker Services	Bachelor degree in Physical Education.	At least 03 years of experience in maintaining wooden court.	I
45	Ground Maintenance Services	Secondary School Examination Certificate from Central or State Education Board.	At least 03 years of experience in maintaining sports grounds.	O
Consultants for Supporting & Other Services				
46	Peons & Class IV Services	Secondary School Examination Certificate from any Central or State Education Board.	Desirable: Experienced persons done work in University system will be preferred.	O
	Laboratory Attendant Services			
	Library Cleaner Services			
47	Gardening Services	Secondary School Examination Certificate from any Central or State Education Board.	Desirable: Experienced persons done work in University system will be preferred.	O
	Sweeping & Cleaning Services			
	Watchman/ Chowkidar Services			



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48	Security Guard Services (Ex-Servicemen)	Secondary School Examination Certificate of any Central or State Education Board. Valid discharge certificate from the authority.	Ex-serviceman status from Central defense or police force services.	K
	Security Guard Services (Civil)	Secondary School Examination Certificate of any Central or State Education Board.	Desirable: Relevant experience in security services. Physically sound candidates will be preferred.	N
49	Driver Services to run E-Rikshaw	Secondary School Examination Certificate of any Central or State Education Board with valid driving License.	Desirable: Experienced persons will be preferred.	K
50	Driver Services to run University Vehicles	Secondary School Examination Certificate of any Central or State Education Board with valid driving License with: a) Weight must not more than 65 Kg. b) Sight 6x6 with or without glasses. c) Knowledge of roadside repairs where efficiency in driving to be examined through trade test by appointing authority.	At least 3 years of experience of Driving.	J