



मोहनलाल सुखाड़िया विश्वविद्यालय, उदयपुर  
MOHANLAL SUKHADIA UNIVERSITY : UDAIPUR

No.Rectt./MLSU/Advt./2014/23

Dated : 28.06.2014

**ESSENTIAL QUALIFICATION**  
**VARIOUS NON-TEACHING POSTS IN UNIVERSITY**

**1. 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.

**2. 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.

**3. PROJECT OFFICER – ADULT EDUCATION**

1. (i) Good academic record in the subject of Adult / Continuing / Community / Extension Education / Community Development from a recognized Indian University or an equivalent degree from a foreign University.  
  
(ii) M. Phil. or Ph.D. in a subject related to adult learning or Ph.D. in a subject under Social Science or Education or Evidence of Published research learning materials and learning resources on areas listed in (i) above or published research in any of the relevant area / areas indicated above.

O R

(i) Good Academic record in Social Sciences / Social Work / Humanities / Education / Sciences / Home Science.

(ii) Post Master's diploma in Adult and Continuing Education from a recognized Indian University or an equivalent diploma / degree from a foreign University.

(iii) M. Phil. or Ph. D. in a subject related to adult learning or a Ph.D. in a subject under Social Sciences or Education or Evidence of published learning materials and learning resources or areas listed in adult / continuing / community / extensions / education /community development or published research in any of these area / areas.

2. **Desirable :**

Two years experience of field work on a subject having bearing on Adult / Continuing / Extension / Community / Non-Formal Education/Community Development.

O R

Two years teaching experience in the subject of Adult and Continuing Education at graduate / Post graduate levels.

**Explanation :**

For determining "Good academic record" the following criteria shall be adopted :

- (i) A candidate holding a Ph.D. / M. Phil. degree should possess at least a second class Master's degree ; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second in the Bachelor's degree or
- (iii) A candidate not possessing Ph.D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's Degree.

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax and of the qualifications prescribed under (i) above.

4. **JUNIOR TECHNICAL ASSISTANT (LIBRARY) (J.T.A.) :**

Graduate with B. Lib. Science from a recognized University and knowledge of Computer Typing .

**Desirable :** Experience of working in University/College Library.

5. **LABORATORY & TECHNICAL STAFF :**

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

Graduate with Computer Science / Computer Application / Information Technology as a subject at graduate level from a recognized University OR Graduate with Post Graduate Diploma in Computer Application from a recognized University.

Two years working experience in a recognized institution as Lab. Assistant.

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

Diploma in Pharmacy with Five Years Experience.

3. **LABORATORY ASSISTANT / LABORATORY TECHNICIAN(Electronics)**

Diploma in Electronics / Diploma in Electronics and Radio Engineering / M.Sc. in Physics with specialization in Electronics.

One Year working experience in a recognized institution or industry

4. **LABORATORY ASSISTANT / LABORATORY TECHNICIAN**  
**(Science and other Subjects)**  
Graduate (Science with concerned subject )  
Two years working experience in a recognized institution

**Desirable : Job test for all the post of Lab.Assistant/Technician.**

6. **L.D.C.**

(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.**

7. **Cook**

Educated up to VIII Class with reading knowledge of English and Hindi & Writing knowledge in Hindi.

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

8. **Class- IV (PEON)**

Educated up to VIII Class 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.