



MAHARANA PRATAP UNIVERSITY OF AGRICULTURE AND TECHNOLOGY, UDAIPUR

महाराणा प्रताप कृषि एवं प्रौद्योगिकी विश्वविद्यालय, उदयपुर

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ADVERTISEMENT

Applications in the prescribed format are invited for recruitment on the following non-teaching posts. The details of the posts such as application format, qualifications, guidelines, other terms & conditions, reservation roster as per rules etc., are available at University website (www.mpuat.ac.in). The application form (complete in all respects) along with application fee, in form of Demand Draft worth Rs. 600 /- (the application fee for SC/ST candidate would be reduced to 50%), payable to the Comptroller, MPUAT, Udaipur should reach the **Registrar, Maharana Pratap University of Agriculture & Technology, Udaipur (Raj.)-313001**, on or before **13th September, 2013 uptill 5:00 P.M.**, failing which the same will not be considered.

Any amendment will be notified on University Website and the same will not be published in news papers, the candidates are required to frequently visit the website.

Sn	Name of Post and Pay Scale	No. of Posts	Category									*Reservation for Ex-Serviceman/PD/Sports Persons		
			UR		OBC		SBC	ST		SC		Ex-Serviceman	PD	Sports Person
			UR	UR (W)	OBC	OBC (W)	SBC	ST	ST (W)	SC	SC (W)			
1.	Assistant Statistician Pay Scale Rs. 9300-34800 + GP Rs. 4200 (**Fixed remuneration Rs. 13050)	1	1	-	-	-	-	-	-	-	-	-	-	-
2.	Technical Assistant Pay Scale Rs. 9300-34800 + GP Rs. 4200 (**Fixed remuneration Rs. 13050)	11	5	2	1	1	-	1	-	1	-	2	-	-
	Technical Assistant + Scheduled Area Pay Scale Rs. 9300-34800 + GP Rs. 4200 (**Fixed remuneration Rs. 13050)	2	-	-	-	-	-	2	-	-	-	1	-	-
3.	Stenographer Pay Scale Rs. 9300-34800 + GP Rs. 3600 (**Fixed remuneration Rs. 11100)	9	3	1	1	1	-	1	-	1	1	-	-	-
	Stenographer + Scheduled Area Pay Scale Rs. 9300-34800 + GP Rs. 3600 (**Fixed remuneration Rs. 11100)	3	2	-	-	-	-	1	-	-	-	-	-	-
4.	Ag. Supervisor Pay Scale Rs. 5,200-20,200 + GP Rs. 2400 (**Fixed remuneration Rs. 7900)	36	13	6	6	2	-	3	1	3	2	4	1	1
5.	Lab Assistant Pay Scale Rs. 5200-20200 + GP Rs. 2800 (**Fixed remuneration Rs. 8950)	3	1	-	-	-	1	-	-	1	-	1	-	-
6.	Lower Division Clerk Pay Scale Rs. 5200-20200 + GP Rs. 2400 (**Fixed remuneration Rs. 7900)	11	1	1	1	-	1	3	1	2	1	-	1	-
7.	Driver Pay Scale Rs. 5200-20200 + GP Rs. 2400 (**Fixed remuneration Rs. 7900)	11	2	-	2	-	-	3	-	4	-	2	-	-
	Driver + Scheduled Area Pay Scale Rs. 5200-20200 + GP Rs. 2400 (**Fixed remuneration Rs. 7900)	3	1	-	-	-	-	-	2	-	-	-	-	-

*The horizontal reservation for Ex-Servicemen/Physically Disabled/Sports Person will be given as per the reservation rules/policy of Government of Rajasthan and would be counted within the category of the candidate.

- The reservation of SC & ST is including backlog.
- +The vacancy of Scheduled Area will be filled from the candidate of that particular district in which the vacancy exists. In the absence of eligible candidate from that particular district, the post will be filled by the eligible candidates from whole of the Scheduled Area, treating whole Scheduled Area as one Unit. Provided that the appointed candidate is liable to be posted anywhere in MPUAT area as and when need arises.
- **Fixed remuneration is for the period of probation only.
- Candidate who have applied earlier for the post of Driver, LDC and Ag Supervisor vide Advt. No. 2/2011 dated 20.6.2011 need not deposit application fee provided that the earlier fee evidence is enclosed with the application.

Qualifications

Sn	Name of Post with Discipline and Pay Scale	Academic /Essential Qualifications
1.	Assistant Statistician	Master's Degree in Statistics/Agril. Statistics with minimum second division and good knowledge of Computer Application.
2.	Technical Assistant (Agriculture)	Atleast II Class B.Sc.(Ag.)/B.Sc.Ag.(Hons.)
3.	Stenographer	<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, Government 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.</p> <p>(C) English Short Hand Test dictation @ 100 words per minute. Transcription and typing of dictated passage in English on Computer. Hindi Short Hand Test dictation @ 80 words per minute. Transcription and typing of dictated passage in Hindi on Computer.</p> <p>NOTE: - The tests will be conducted through a competitive examination as per enclosed scheme and syllabus.</p>
4.	Ag. Supervisor	Senior Secondary with Agriculture.
5.	Lab Assistant	Higher Secondary/Sr. Higher secondary or its equivalent examination passed with science including Agri. Science from the recognized Board/ University.
6.	Lower Division Clerk	<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, Government 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 Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p> <p>(C) Type – Writing in Hindi on Computer Type – Writing in English on Computer</p> <p>NOTE: - The tests will be conducted through a competitive examination as per enclosed scheme and syllabus.</p>
7.	Driver	<p>8th Class passed with heavy and light duty driving license and three years experience as a driver and must also possess the following :-</p> <p>(i) Weight not more than 65kg., (ii) Sight 6 x 6 with or without glasses, (iii) Knowledge of roadside repairs and efficiency in driving to be examined through a trade test by the appointing authority.</p>

GENERAL NOTE

1. (i) The initial appointments to all advertised post would be made as Probationer Trainee for a period of two years and the person would be governed by the Government of Rajasthan Notification No.F.1(2)FD/Rules/2006 dated 13.03.2006 & F.12(6)FD/(Rules)/05 dated 13.03.2006. The fixed remuneration payable during the period of Probationer Trainee would be as mentioned against each post.
- (ii) An existing employee already in regular service shall have an option to opt either for the "fixed remuneration" or the pay in the running pay band and grade pay (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation. After successful completion of probation period, pay may be fixed as per the rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.
2. Reservation shall be provided to SC/ST/OBC/SBC bonafide candidates of Rajasthan State as per Government of Rajasthan Rules.
3. The New contributory Pension Scheme to the employees appointed on or after 01/01/2004 and all other rules as amended by the Government of Rajasthan in this behalf from time to time (F.13(1)Finance/Rules/2003 dated 06.05.2004) shall be applicable.
4. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw /cancel any communication made to the candidates.
5. Those already employed should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application.
6. Any type of canvassing or influencing will be treated as disqualification.
7. The duly filled downloaded application along with fees should reach to the Registrar, Maharana Pratap University of Agriculture & Technology, Udaipur (Raj.)-313001, on or before 13th September, 2013. The envelope containing application should bear "Application for Non-Teachers" on the Top.

CONDITIONS:

1. University will not be responsible for any delay including postal delay.
2. The posts can be increased/decreased maintaining the Roster System.
3. The University reserves the right not to fill up any or all posts advertised.
4. If number of applications is high, screening **will be done through written test for shortlisting the applications**. The standard of the paper(s) of written test will be that of the essential qualifications prescribed for the post(s).
5. Incomplete application form in any respect will not be considered.
6. The Plan/Scheme posts are coterminous with the Plan/Scheme.
7. Only downloaded forms will be accepted.

REGISTRAR

SCHEME OF COMPETITIVE EXAMINATION FOR THE POSTS OF LOWER DIVISION CLERKS

The Competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:

Paper	Duration of Examination	Marks
PHASE – I		
Paper-1. General Knowledge, Everyday Science and Mathematics	3 hours	100
Paper-2. General English and Hindi	3 hours	100
PHASE – II (i) For Candidates other than persons with disabilities		
1. Type – Writing in Hindi on Computer		
(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25
2. Type – Writing in English on Computer		
(a) Speed Test	10 Minutes	25
(b) Efficiency Test	10 Minutes	25
(ii) Person with disabilities will be given the average marks obtained by them in Phase – I		

Explanation:

- (1) “Persons with disabilities” means a person who is eligible for appointment on the post of Lower Division clerk under the provision of the Rajasthan Employment of the persons with Disabilities Rules, 2011.
- (2) In proof of being so disabled, the candidate shall be required to submit a certificate issued by an officer not below the rank of Chief Medical and Health Officer at the time of submission of application.
- (3) The standard of the papers will be that of the secondary Examination of the Board of Secondary Education, Rajasthan. The syllabus and scope of each paper for the examination will be as prescribed by the RPSC from time to time and will be intimated to the candidates within the stipulated time in the manner as University deem fit.
- (4) The Competitive Examination will be held in two phases Phase-I & Phase-II. All the papers of Phase-I will be objective type.
- (5) Candidates securing minimum 40% marks in the Phase – I, shall only be admitted to the Phase –II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.
 - Provided that the candidate shall not be recommended who has failed to obtain a minimum of 40 % in each of the paper of the Phase- I and minimum of 36% of marks in each of the paper of the Phase-II of the Competitive examination.
- (6) The marks obtained by a candidate in the Phase –I and Phase – II of the examination will be counted for determining their final order of merit.
- (7) It will be necessary for a candidate to do typing work on the computer and he will bring his own pen and pencil for the test. Computer will be provided by the University for Typing Work.

SCHEME OF COMPETITIVE EXAMINATION FOR STENOGRAPHERS

The Competitive examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely:

Paper	Duration of Examination	Marks
PHASE – I		
1. General Knowledge, Everyday Science and General Knowledge of Rajasthan	3 hours	100
2. General English and Hindi	3 hours	100
PHASE – II		
1 English Short Hand Test (the test shall consist of dictation of 100 words per minute)	10 Minutes	
Transcription and typing of dictated passage in English on Computer	60 Minutes	50
2 Hindi Short Hand Test (the test shall consist of dictation of 80 words per minute)	10 Minutes	
Transcription and typing of dictated passage in Hindi on Computer	70 Minutes	50

Explanation:

- (1) The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper for the examination will be as prescribed by the RPSC from time to time and will be intimated to the candidates within the stipulated time in the manner as the University deem fit.
- (2) The Competitive Examination will be held in two Phase –I and Phase-II. All the papers of Phase –I will be of objective type.
- (3) Candidate securing minimum 40% marks in Phase-I, shall only be admitted to the Phase-II subject to three times the number of advertised vacancies but in the said range all those candidates who secure the same percentage of marks shall be included.
 - Provided that the candidate shall not be recommended who has failed to obtain a minimum of 40 % in each of the paper of the Phase- I and minimum of 36% of marks in each of the paper of the Phase-II of the Competitive examination.
- (4) The marks obtained by a candidate in the Phase-I and Phase –II of the examination will be counted for determining their final order of merit.
- (5) It will be necessary for a candidate to do typing work on the computer and he will bring his own pen and pencil for the test. Computer will be provided by the University for Typing Work.