



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Village- Dudhola, District- Palwal E-mail: info@svsu.ac.in)

Advertisement of Hiring Team Lead and Interns on Project Basis.

Advertisement No. SVSU/24/AC&D/PB-Hiring/001

Shri Vishwakarma Skill University (SVSU), Dudhola, Palwal (Haryana), is India's first Government Skill University established by the Government of Haryana Act 25, 2016, which is functioning from its Transit Office Campus at Gurugram. The University is running various Skill courses such as - Certificate, Diploma, Degree, Post Graduate Degree/Diploma, Skill Ph.D. etc. based on its dual education model, where apprenticeship/ On the Job Training (OJT) has been integrated with the class room training.

Offline applications are invited on the prescribed application form, available on the University website i.e. www.svsu.ac.in from the eligible candidates for empanelment to the following posts as under on project basis for a duration of 03 months from the date of empanelment. The last date for submission of the applications, along with enclosures is **23.01.2024 up to 05:00 PM.**

Post Code	Post Name	No. of Posts
01	Team Lead	15
02	Interns	10

For detailed terms & conditions along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in

Duly filled application form must be signed on each page by the applicant. Such signed copy of application form along with all supporting self-attested documents must reach at the following address latest by **23.01.2024 up to 05:00 PM;**

The Assistant Registrar (ACD), Shri Vishwakarma Skill University, Village-Dudhola, District Palwal-121102 (Haryana).

(Registrar, SVSU)



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Eligibility and Qualification/ Experience for the Post

S.no	Name of the position	Eligibility	Requirement	Scope of Work	Remuneration
1.	Team Leads	Team Leads, graduate with minimum of 5 years work experience in either Industry or Academia. Excellent MS Excel Skills and experience in Data Management.	Fifteen (15)	<ol style="list-style-type: none">1. Document Verification2. Mapping of assessors' batch wise & school wise3. Creation of batch id4. Coordination with the School Spocs5. Extensive Induction of Assessors for the paper work and the IT Application6. Resolution of on-ground queries from the assessors7. Managing on-the – field contingencies8. Seeking daily status updates from the assessors9. Ensuring the data uploaded by the assessors is correct and as per the format10. Ensuring on-time collection of documents from the on-field assessors11. Quality check of the documents before finalizing the data and uploading to the school board portal.12. In-voice generation of School board and assessors for the payment as per the requisites.13. Create content for Social Media with Pics.	Rs. 60,000/- (On Project Basis)
2	Interns	The candidates on Internship should be pursuing graduation. MS Excel Skill Mandatory .	Ten (10)	<ul style="list-style-type: none">• Assisting Team leads in various day to day transactional activities• Conducted tasks as assigned by TLs• Daily reporting and status update to TLs.	Rs. 20,000/- (On Project Basis)



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1. **Last Date to apply:** 23.01.2024
2. **Registration Amount:** An amount of Rs Rs 699/- (Rupees Six Hundred Ninety-Nine) Demand draft in favour of "Joint **Director, Assessment & Certification Department, SVSU, Gurugram.**

Terms & Condition:

1. The Candidate must be a citizen of India.
2. The candidates are advised to satisfy themselves about their eligibility before applying.
3. No TA/DA shall be paid to the candidates for attending the interview/any other assessment test.
4. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for interview.
5. The University reserves its right to place reasonable limits on the total number of candidates to be called for an interview. The number of such candidates will be decided by the Committee constituted by the University for the purpose.
6. Applications not accompanied with necessary/required documents, self-attested copies of degrees/certificates/mark sheets/experience certificates/category certificate/reprints (if applicable) issued by the competent authority will be considered as incomplete and rejected.
7. No enquiry in this regard will be entertained.
8. Canvassing in any form will lead to cancellation of candidature.
9. In cases of any disputes, any suit or legal proceedings against the University, the territorial jurisdiction shall be restricted to the District Court Palwal, Haryana and Punjab and Haryana High Court, Chandigarh.
10. Candidates must regularly visit the university website (www.svsu.ac.in) for all the details and updates related to further processes.
11. In case of any inadvertent mistake in the process of recruitment/selection, if detected at any stage even after the issue of empanelment order. University reserves the right to modify/withdraw/cancel any communication sent to the candidates.

(Registrar, SVSU)



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(Application for Empanelment of Team leads & Interns on Project Basis)

Affix Recent
Passport Size
Photograph
Duly Singed

1. Advertisement No. : _____
2. Post applied for : _____
3. Full Name (in Blocks) : _____
4. Date of Birth : ____/____/_____(DD/MM/YYYY)
5. Age as on..... : _____
6. Gender : _____
7. Nationality : _____
8. Aadhaar No. : _____
9. Father's Name/
Husband's Name : _____
10. Mother's Name : _____
11. Address for
Correspondence : _____

12. Permanent Address : _____

13. Telephone No. : Mobile _____
Landline (with STD Code) _____
E-Mail _____
14. Category : _____ Gen/ SC/ST/ BC/ ESM/ Others
15. State to which you
belong : _____
16. Details of Educational Qualification (From matriculation/ SSC onwards)

Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects

* Please attach relevant certificates.

17. Details of previous/ current employment: Give particulars below

Name of the Organization	Period of Service		Designation	Nature of duties performed	Total monthly emoluments
	From	To			

* Additional sheet may be enclosed for any other details of experience
 Please attach your latest detailed C.V
 Please attach relevant documents in support of the above

18. State of Health : _____

19. If selected, specify the minimum required joining time : _____

20. Mention your knowledge in the field of computer (A separate sheet may be attached, if required)

21. Name, address and contact numbers of two references with whom the Candidates has worked/ known in the last preceding five years:

1. _____ 2. _____

I hereby declare that all information given above are true, complete and correct. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement of the relevant advertisement, my candidature may be cancelled, even after my appointment.

I undertake to abide by all the terms & conditions of the University. Date:

.....

Signature of the Candidate

Name of the Candidate

