



Advt. No.: SVSU/2026/Estt./Deput./NT-C/024

Date: 08.10.2026

ROLLING ADVERTISEMENT FOR THE POST OF ASSISTANT (ON DEPUTATION)

Shri Vishwakarma Skill University (SVSU) at Dudhola, Palwal, is India's first Government Skill University established by the Government of Haryana, which is functioning from its campus Dudhola, Palwal.

The University invites offline applications from eligible and interested candidates working on regular basis in Central/State Government Universities/Institutions/Central & State Government Departments/Semi-Government Departments/PSUs for appointment on the post of Assistant(s) on Deputation/Transfer basis as per standard terms and conditions of Haryana State Government.

Sr. No.	Name of Post	No. of Posts	Pay Scale	Nature of Post
1.	Assistant	02 (UR)	FPL-06	On Deputation

Sd/-
REGISTRAR



Important Instructions to the candidates

1. The candidate must be citizen of India.
2. Knowledge of Hindi/Sanskrit in matric standard will be essential for the advertised posts.
3. For more details of posts advertised along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in.
4. The Eligibility for the said post is given at **Annexure-A**.
5. Application form is required to be submitted in offline mode duly completed in all respect.
6. No TA/DA is payable for attending the documents verification/interview.
7. Application not supported with required self-attested copies of certificates/ testimonials will not be considered. Incomplete applications or the applications received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard. All the enclosed documents should be Self-attested, Indexed duly page numbered.
8. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time.
9. Applicants are advised to ensure before applying that they are indeed eligible in terms of eligibility conditions and requisite specialization mentioned herewith.
10. Candidates who have obtained Degree or Diploma's or other Certificates for various courses from any Board/Institutions/ University debarred false by the UGC or not recognized by Haryana Government shall not be eligible for being considered for filling up the posts advertised and no representations in this regards shall be entertained.
11. The Candidates are advised to keep on visiting the University website for related updates including any corrigendum/addendum/interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspapers.
12. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of Interview and the reason for not being called for Interview.
13. Kindly note that merely appearing in an interview shall not confirm any right of deputation.
14. A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to any reason till the time of interview, as the case may be, the candidate, should produce a **"No Objection Certificate"** along with the "Vigilance Clearance Certificate" in a sealed cover from the employer at the time of interview, failing which candidature of the candidate will not be entertained and will not be allowed to appear in the interview at **Annexure-B**.
15. The candidates who are applying for the higher post may check their eligibility before filling the application for deputation.
16. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ Self-Appraisal Reports (SAR)/Annual Confidential Reports (**ACRs**) for the preceding five years and Vigilance Clearance Certificate duly certified by the Competent Authority. Application received through email or after the last date and time due to any reason including postal delay will not be considered,
17. The period of deputation will be initially for a period of one year in the first instance which may be extended further with mutual consent. However, the University reserves the right to



repatriate any such employee at any stage without assigning any reason.

18. The terms and conditions of deputation will be as per the rules of the Parent University/ Haryana Govt.
19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing the appointment letter for deputation, the University reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard.
20. The application along with all the supporting documents must reach to the following address with mentioning the Name of the post and Advertisement Number on the top of envelope:

The Assistant Registrar (Estt.), Takshashila Bhawan, Administrative Block, Shri Vishwakarma Skill University, Village-Dudhola, Palwal, Haryana- 121002.

Fake Institutions:-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/Institution/University declared fake by the University Grants Commission or not recognized by Haryana Government, shall not be eligible for being considered for filling up the posts advertised and no representation in this regard shall be entertained.

Following certificates will be given by the employer/head of office/forwarding authority while forwarding the application form along with required documents of the concerned:

1. There is no vigilance case/departmental proceedings/court case pending/contemplated against him/her.
2. His/her complete ACRs for the last 05/available years duly attested by an authorized officer are enclosed.
3. His/Her Integrity is beyond doubt.
4. No major/minor penalties imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 05 years is enclosed.

DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM

1. Self-attested photo copy of Matric showing Date of Birth.
2. Self-attested photo copy of essential qualifications and above/diploma/degree etc.
3. Self-attested photo copy of Experience Certificate issued by the concerned Appointing Authority.
4. Any other document, if required, to be attached.
5. One copy of latest coloured passport size photograph duly self-attested should be pasted at appropriate place on the application form.

DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/INTERVIEW

1. All original certificates/documents/testimonials of educational qualifications and other documents attached with the application form.
2. Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card/Aadhar Card etc.

**Eligibility Criteria****Assistants**

S. No.	Particulars	Details
1.	Name of the Post	Assistants
2.	Pay Band	FPL-06
3.	Essential Qualification & Eligibility	Eligibility for the post of Assistant: Candidate holding on the analogous post. OR 1. Bachelor's Degree with minimum 50% marks 2. Five years' experience as Clerk /Clerk-Cum-Data Entry Operator in any recognized University/ Higher Education Institution/ Examination Body/ National level Research Institution/ Govt. Office/ PSU or Autonomous Bodies. 3. Knowledge of Hindi/Sanskrit at a Matric Level. Desirable: 1. Candidate should have proficiency in using Computer & Internet.



Annexure-B

Letter head of the concerned Organization

Ref No.....

Date:.....

NO OBJECTION CERTIFICATE

To

The Registrar,
Shri Vishwakarma Skill University,
Dudhola, Palwal -121102

This letter is in reference to Mr./Ms./Mrs. _____ Son/Daughter of Sh. _____, who has been an employee at _____ (Organization) since _____ and presently working as (Designation) _____ w.e.f. _____ to _____ in the pay scale of _____.

The undersigned has no objection if he/she applies for the post at Shri Vishwakarma Skill University, Dudhola, Palwal and he/she will be relieved from the present posts in case of selection.

Place: _____

Date: _____

Signature with Seal
Head of Institution
Name of the Official
Organization Address
Contact Number



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Advertisement No. : _____

APPLICATION FORM FOR GRADE 'A' 'B' & 'C' NON-TEACHING POSTS

*Note: (i) Do not detach any sheet
Fill up all columns of all sheets.
(ii) The application should either be filled
neatly in the candidates' own hand or type written.*

A self
attested coloured
passport size
photograph of the
candidate must be
pasted here. This is
essential.

1. Post applied for
(Give the full name of the post) _____
2. (i) Name in full
(in block letters) _____
- (ii) Gender (Male/Female) _____
3. Present postal address
(in block letters) _____

4. (i) Aadhaar No. (desirable, but not mandatory) _____
- (ii) Mobile No. _____
5. (a) E-mail ID _____
6. Permanent Home Address

7. (a) Father's Name _____
- (b) Mother's Name _____
8. (a) Nationality of candidate _____
- (b) Name of country, if foreign national _____
- (c) Religion _____
- (d) Category _____

9. (a) Date of birth

(b) Place of birth

(c) Place of permanent domicile

(d) Marital status

(e) Do you belong to SC/BC(A)/BC(B)

(f) Are you fall under ESM category

(g) Are you fall under Freedom Fighter category

(h) Are you fall under Eligible Sports Person
Category

(i) Are you 'Person with Disability' (PwD)

If so, attach certificate in support thereof.

10 (a) Name, designation and address of
the present employer, if any.

(b) Have you obtained the permission of your
present employer for submitting this
application/attending an interview, if any,
and for accepting this appointment, if selected?

(c) If selected, please state when you can join

(d) Present Pay

(i) Scale of pay/Pay Level

(ii) Basic pay

(iii) Allowances excluding house rent
and city compensatory allowance.

(give name and amount of each allowance)

(iv) Date of next increment

11. Names and addresses of two referees
not in relation to you, to whom you are known
personally (if you are employed, your present
employer must be one of the referees)

(i) _____

(ii) _____

12. Whether any of your relative is employed in this University, If so, give details.

13. (a) What is your mother-tongue?

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

If the answer is „Yes“ full particulars of the case, detention, fine, conviction, sentence etc. should be given.

15. Employment Record:

Designation of post held and description of work	Period From _____ To _____ (Give month & year both)		Pay scale /Pay Level	Pay drawn (Basic pay+ allowances except HRA/CCA)	Full address of office/department	Reason for leaving the post

16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Have you applied for any other post in this University? If so, name all the posts including this one:-

(i) _____ (ii) _____

(iii) _____ (iv) _____

18. From which newspaper or other source _____
you have come to know of this vacancy.

19. Applicants for ministerial post may mention _____
computer typing speed.

20. Any other details not mentioned above, which you think, will strengthen your claim for this
appointment, (Attach separate sheet, if necessary): _____

21. List of certificates and testimonials (attested copies) attached:-

(i) _____

(ii) _____

(iii) _____

(iv) _____

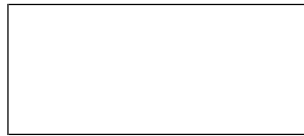
(v) _____

(vi) _____

(vii) _____

(Viii) _____

I certify that the above information is correct and complete to the best of my knowledge
and belief. I am not aware of any circumstance which may impair my fitness for employment.



Place: _____

(Thumb impression of the candidate
if test is involved. In case of male
Candidate left hand thumb impression
and in case of female righthand thumb
impression)

(Signature of the candidate)

Date _____

CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining.)

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution
(S E A L)

(Name in block letters)

Place: _____

Date: _____