



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act No. 25 of 2016)

VILLAGE – DUDHOLA, PALWAL -121102

## **Walk-in-Interview for Empanelment of Vocational Trainers**

**Advertisement No. SVSU/24/AC&D/PB-Hiring/002**

**Date: 06.03.2024**

Shri Vishwakarma Skill University (SVSU), Dudhola (Palwal), is India's first Government Skill University established by the Government of Haryana Act No. 25 of 2016.

University has started an innovative Skill School to provide opportunities for skill education to learners from their formative ages. The school has been set up in the village – Dudhola at district Palwal of Haryana State. CBSE has granted affiliation to Shri Vishwakarma Skill University Senior Secondary School as a Special Innovative Feeder School.

The university invites application from interested and eligible candidates to attend the walk-in-interview for the empanelment of Vocational Trainer in the following sectors for the academic session 2024-25 scheduled on 11.03.2024:

Post Code	Sector	Job Role
01	IT/ITes Sector	Data Entry Operator & Domestic IT Helpdesk Attendant
02	Health Care Sector	General Duty Assistant
03	Beauty & Wellness	Assistant Beauty Therapist & Beauty Therapist
04	Physical Activity Trainer	Early Years Physical Activity Facilitator & Primary Years Physical Activity Facilitator
05	Multi Skill Foundation Course (MSFC)	Multi Skill Assistant Technician
06	Artificial Intelligence	Artificial Intelligence Associate

**Reporting Time will be 09:00 AM**

**Date of Walk-in-Interview:** 11.03.2024

**Eligibility:** as per the eligibility criteria by NSDC

**Remuneration for Trainers:** as per the total training hours defined by the QP or max to 5 months per Job Role @ Rs 20,000 per month.

**Venue of the interview:** Shri Vishwakarma Skill University, CSA, Permanent Campus, Dudhola, Palwal-121102

For detailed terms & conditions along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University & School websites [www.svsu.ac.in](http://www.svsu.ac.in) & [www.svsuskillschool.ac.in](http://www.svsuskillschool.ac.in)

**REGISTRAR**



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## Eligibility and Qualification/ Experience for the Posts of Vocational Trainers

S.no	Position	Eligibility
1.	<b>Data Entry Operator &amp; Domestic IT Help Desk Attendant</b>	<ol style="list-style-type: none"> <li>10th pass with Diploma in computer science with 3 years of Experience, out of which 2 years of sector-specific experience and 1 year of training experience.</li> <li>Diploma should be minimum of 6 months' period</li> <li>Knowledge of Hindi / Sanskrit up to Matric standard or higher education.</li> </ol>
2.	<b>General Duty Assistant</b>	<ol style="list-style-type: none"> <li>Medical Graduate (MBBS/BAMS/BHMS)/ Ph.D. (Nursing)/ M.Sc ( Nursing )/ B.Sc ( Nursing/Post Basic Bsc Nursing ) with 1 year of sector specific experience . OR</li> <li>Diploma (General Nursing and Midwifery (GNM) with 2 years of Experience, out of which 1 years of sector specific experience and 1 year of training experience.</li> <li>Knowledge of Hindi / Sanskrit up to Matric standard or higher education.</li> </ol>
3.	<b>Assistant Beauty Therapist &amp; Beauty Therapist</b>	<ol style="list-style-type: none"> <li>10th Class/I.T.I ( Diploma in Beauty or Cosmetology ) with 3 years of Experience, out of which 2 years of sector specific experience and 1 year of training experience</li> <li>Diploma should be minimum of 6 months' period</li> <li>Knowledge of Hindi / Sanskrit up to Matric standard or higher education.</li> </ol>
4	<b>Early Years Physical Activity Facilitator &amp; Primary Years Physical Activity Facilitator</b>	<ol style="list-style-type: none"> <li>Graduate ( Physical education/ sports teacher ) with Graduate ( education/ sports teacher ) with 2 years of Experience, out of which 1 years of sector specific experience and 1 year of training experience</li> <li>Knowledge of Hindi / Sanskrit up to Matric standard or higher education.</li> </ol>
5	<b>Multi Skill Assistant Technician</b>	<p>B.E. in Mechanical or Electrical Engineering OR Diploma in Mechanical or Electrical engineering with minimum 2 years of teaching / Industry experience OR ITI certificate in Mechanical / Electrical / Welding / Fitter / Turner with minimum 3 years of teaching / Industry experience</p>
6	<b>Artificial Intelligence Associate</b>	<ol style="list-style-type: none"> <li>BSC/ BCA/Diploma (CSE/IT) with 2 years of Experience, out of which 1 year of sector-specific experience and 1 year of training experience</li> <li>Knowledge of Hindi / Sanskrit up to Matric standard or higher education.</li> </ol>

## **Terms & Conditions:**

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications will be a distinct plus.
3. The required qualification and relevant experience etc. for eligibility shall be determined as on the date of walk in interview.
4. **The application fees for the application is as under:**

**For General category - Rs. 1000/-**

**Others - Rs. 250/ (Scheduled Castes/ Backward Classes/ Ex-Service Men/ Women/ EWS)**

**Physically Disabled - Exempted from fees**

The Application fee is to be paid through demand draft from any commercial bank in favor of **Joint Director, Assessment & Certification Department, Shri Vishwakarma Skill University**, Payable at Gurugram at the time of interviews.

**Note: Fees can also be paid online or through UPI on the spot at the time of Interview (Candidates are required to deposit the fees before submitting their application for scrutiny) .**

5. The candidates belonging to the category of PH (PwD i.e. Person with Disabilities) will enclose necessary certificates with their application form from a Competent Authority in support of their claim of Disability. All such certificates should clearly mention the type of disabilities as defined in the Govt. letter dated 25.04.2018.
6. This empanelment is for SVSU Innovative Skill School.
7. Selected candidates will be posted in SVSU Innovative Skill School located at Dudhola.
8. Remuneration to the selected candidate will be decided by the SVSU Innovative Skill School or as per project conditions.
9. All qualifications must be from recognized Board/Universities/Institutes. The Candidates who have obtained qualifications from any Board/University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible. Qualifications obtained through distance mode are not admissible for teaching posts in science and technology. If a Grade Point System is adopted the CGPA will be converted into equivalent marks. Provide the relevant document of conversion of CGPA into equivalent marks along with application form.
10. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate for empanelment. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.
11. No TA/DA is payable for attending the interview for the posts.
12. In case, the candidates fail to bring originals and attach self-attested copies of testimonials, their application would not be considered and they will not be interviewed.
13. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.

14. reasonThe Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum. Further, no information in respect of this advertisement shall be published in the newspaper.
15. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.
16. Canvassing in any form will be treated as disqualification.
17. The Chairman selection committee shall have the power to lay down the procedure in respect of any matter not mentioned above.
18. The Schedule of interview as published on the University website ONLY is final and no separate correspondence shall be made.
19. The University reserves right to cancel or postpone the interviews anytime or/ and not to empanel the post advertised without assigning any reason.
20. The University reserves the right to increase/ decrease the number of posts or it may not fill the post advertised without assigning any reason.
21. No separate information of the interview shall be sent.
22. No TA/DA shall be paid by the University.
- 23. The candidates are required to bring two sets of Application form and one set of self-attested documents along-with original at the time of interviews.**
24. Empanelment for Vocational Trainers shall be for academic session 2024-25 & no claim of continuation of empanelment/regularization shall be entertained. The empanelment of vocational trainers will be engaged for teaching assignment from the panel as per the merit list of the panel after assessing the training load during the semester.
25. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant in this regards.
26. Merely appearing in an interview shall not confirm any right of Empanelment as Vocational Trainer to the candidate.

**(Registrar, SVSU)**



**SHRI VISHWAKARMA SKILL UNIVERSITY**  
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VILLAGE – DUDHOLA, PALWAL -121102

(Application for Empanelment of Vocational Trainers)

Advertisement No.: .....

Post Applied for: .....

1. Name: .....
2. Father's Name: .....
3. Mother's Name: .....
4. Date of Birth: .....
5. Age as on .....: .....
6. Category ..... (GEN/SC/ST/BC-A/BC-B/ESM/Others)
7. Gender : ..... Nationality: .....
8. Aadhar No.: .....
9. Correspondence Address: .....  
.....
10. Permanent Address: .....  
.....
11. Email-ID: .....  
Mobile: .....
12. State to which you belong: .....

Recent  
Coloured  
Passport  
Size Photo

**13. Educational Qualifications:**

Examination Passed	Certificate / Degree (Specialization)	Board/ University	Month/ Year of Passing	Marks Obtained / Total Marks	Marks (%) / CGPA	Subjects
10th						
12 <sup>th</sup>						

Graduation						
Post-Graduation						
B.Ed.						
M.Ed.						
Ph.D.						
Any Other						

Candidates are required to confirm the following:

Sr. No.	Essential Qualifications	YES/No
(i)	Matric with Hindi/Sanskrit or Hindi as one of the subject in 10+2/UG/PG.	
(ii)	Proficiency in teaching in Hindi and English medium.	
(iii)	Knowledge of Computer Applications.	
(i)	<b>Desirable Qualifications:</b>	
(ii)	Certificate of having qualified Haryana Teacher Eligibility Test (HTET) / School Teachers Eligibility Test (STET). (Should be valid on the last date of filling application form.)	
	B.Ed or equivalent degree from a recognized University.	

#### 14. Experience:

Sr. No.	Name of organization where employed	Designation	Period of Service		Nature of Duties	Total Monthly emoluments
			From	To		

**15. Detail of Experience of :-**

a. NSQF aligned education.

.....  
.....  
.....

b. Computer / IT skills and use of Technologies and Tools for learning (use separate sheet, if required)

- a) .....  
b) .....

**16. Name, Address and Contact number of two references with whom the candidates has worked / known in the last preceding five years:**

1. .... 2.....  
.....  
.....

**17. List of copy of documents attached:**

- a) .....  
b) .....  
c) .....  
d) .....

**Declaration**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case of any particular or information furnished by me is found false/incorrect/incomplete or ineligible, my candidature is liable to be rejected or cancelled and even after appointment it is found false or incorrect, my services are liable to be terminated without any notice.

\_\_\_\_\_  
Signature of the applicant

~~Place~~ ..... —

Date: .....

**N.B.:** Every application must be accompanied by self-attested photo copies of documents in support of claims made by the candidate in respect of date of birth, academic qualifications, practical training, experience, caste, projects.

**DECLARATION**

I \_\_\_\_\_ hereby undertake that, I have read all the information and instructions given in Advertisement (Advertisement No. \_\_\_\_\_ Dated \_\_\_\_\_) on the website i.e. [www.svsu.ac.in](http://www.svsu.ac.in) & svsuskillschool.ac.in and the above information given by me is correct. I understand that my application shall be rejected if:

- i) the information is not correct                      or                      ii) all the required certificates and documents are not attached                      iii) application is incomplete.

I am not arrested, prosecuted, kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam/Selections or debarred from taking any Exam/rusticated by any University or any other Educational authority/Institution or there is no case pending against me in any court of law, University or any other educational authority/Institution. I hereby undertake that if any information is found to be false even after my empanelment as Guest faculty, I will be removed from the empanelment list and will be liable for penalties equivalent to emoluments drawn till date.

**Date:**

**(Full Signature of Candidate)**

**Place:**



## Check List (For official use only)

Sr. No	Documents to be matched with Application and verified with the original documents	Yes/No	Remarks (if any) (Document Verification Committee)
1	Matric/Secondary documents		
2	10+2/Intermediate documents		
3	UG documents		
4	PG documents		
5	Diploma Documents		
6	Experience (Yrs) a) Teaching b. Industry c. Research		
7	Matric with Hindi/Sanskrit or Hindi as one of the subject in 10+2/UG/PG.		
8	Any Other Qualification (i)		
	(ii)		
	<b>Documents for Desirable Qualifications:</b>		
9	Certificate of having qualified Haryana Teacher Eligibility Test (HTET) / School Teachers Eligibility Test (STET). (Should be valid on the last date of filling application form.)		
0	B.Ed or equivalent degree from a recognized University.		

Discrepancy (if any) noted by the document verification Committee (Yes/No) \_\_\_\_\_

Discrepancy details (if yes):

Recommendations of Eligibility for Interview: .....

All documents verified from originals:

(i) Signature:

(ii) Signature:

(Name of official):

(Name of official)