

SVSU SKILL INNOVATORS FOUNDATION

(A section-8 company under the auspices of Shri Vishwakarma Skill University)

Date: 20/06/2024

Advertisement No. SVSU/24/SSIF/CEO/ 001

Application invited for engagement of Chief Executive Officer

SVSU Skill Innovators Foundation is a Section 8 company established under the aegis of Shri Vishwakarma Skill University in 2022, is seeking the eligible candidates for the post of **Chief Executive Officer** to drive our business forward purely on contract basis.

The successful candidate will be responsible for developing and implementing business strategies, overseeing daily operations, and ensuring compliance with all relevant laws and regulations. The ideal candidate will have at least 15 years of overall experience in a senior management role, who has strong leadership skills, and a proven track record of achieving business goals and objectives. If you are a motivated self-starter with excellent communication and interpersonal skills, we encourage you to apply for this exciting opportunity.

Job Title: Chief Executive Officer - 01 Position

Remuneration: 2 Lac (Consolidated)

Responsibilities Description:

1. **Strategic Leadership:** Providing overall strategic direction to the organisation, setting goals and ensuring alignment with the company's mission and vision. Developing business and entrepreneurship models in collaboration with industries for wage employment generation.
2. **Financial Management:** Overseeing the organization's financial health, including budgeting, fund raising, and managing financial resources effectively through aligning Govt schemes and engaging CSR and PSU's.
3. **Governance and Compliance:** Working closely with the board of directors to ensure compliance with applicable laws, regulations, and internal policies.
4. **Stakeholder Engagement:** Building and maintaining relationships with customers, investors, partners, government agencies, and community members.
5. **Talent Management:** Leading and managing the organization's senior leadership team, providing guidance, support, and fostering a positive work culture.
6. **Public Relations and Advocacy:** Representing the organization to the public, media, and other stakeholders, advocating for its mission and raising awareness about its work.
7. **Strategic Partnerships:** Identifying and cultivating strategic partnerships with other organizations or entities to enhance the organization's impact and reach.
8. **Risk Management:** Identifying potential risks to the organization and developing strategies to mitigate those risks.
9. **Performance Management:** Monitoring the organization's performance against goals and objectives, making necessary adjustments to ensure success.
10. **Innovation:** Encouraging innovation and creativity within the organization to drive growth and success.

CEO Requirements:

Essential:

1. A bachelor's (B.Tech/B.E/ Bachelor in Social Work equivalent qualification) or master's degree (preferably MBA/equivalent degree).
2. Minimum 15 years of experience in a senior leadership role in Govt./ PSU/ Private sectors. Should have experience in handling CSR/ Foundations/Section-8/ Profit making companies at Senior Manager and above level.
3. An experience in social sector not less than 5 years, at senior role handling social transformation projects.

Desirable:

1. The ability to generate funds for the company is highly desirable.
2. Ability to conceptualize, design new schemes, program that will impact social sector and generate funds from corporates and PSU's
3. The ability to think strategically and develop long-term plans to achieve the organization's goals.
4. Strong financial skills, including budgeting, forecasting, and financial analysis.
5. Excellent communication and interpersonal skills to effectively communicate with stakeholders, employees, and the public.
6. Strong leadership skills to motivate and inspire employees, build effective teams, and drive organizational success.
7. The ability to identify complex problems and develop effective solutions.
8. A deep understanding of the industry and market trends, as well as knowledge of relevant laws and regulations.
9. The ability to create and articulate a compelling vision for the organization's future.
10. The ability to adapt to changing circumstances and adjust plans as needed.

Application Fees:

The application fees for the application is as under: -

For General category - Rs. 1000/-

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

Physically Disabled - Exempted from fees

All applicants are required to submit a non-refundable registration fee as mentioned above in favor of the SVSU Skill Innovators Foundation, as per the details mentioned below:

Account Name	SVSU SKILL INNOVATORS FOUNDATION
Account Number	99931000010000
IFSC code	HDFC0004762
Branch Name	HDFC Bank Ltd. Dudhola Chowk, Near GT Road, NH-2, Pirthla, Palwal

General Instructions for Applicants applying for the above posts

1. The Candidate must be a citizen of India.
2. The candidates are advised to satisfy themselves about their eligibility before applying. No refund of fee is allowed under any circumstances.
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 the 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 based on experience in the desired field.
6. Applications not accompanied by 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. The university reserves the right to withdraw the advertisement at any stage without justification.
9. Canvassing in any form will lead to the cancellation of candidature.
10. Service condition/ terms of appointment will be decided by the SVSU SIF Board.
11. In cases of any disputes or 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.
12. Candidates must regularly visit the university website (www.svsu.ac.in) for all the details. And updates related to further processes. No separate communication will be made by the university.
13. 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.

For further queries (if any) please contact: email: ssif@svsu.ac.in

Tenure:

The engagement will be for a period of one year initially, which can be extended based on mutual consent. Eligible professionals may submit their applications by July 4, 2024 at 5:00 PM with a complete resume and all supporting documents to "**Assistant Deputy Director, SVSU Skill Innovators Foundation, 3rd Floor, Takshshila Bhawan, Shri Vishwakarma Skill University, Village - Dudhola, Palwal, Haryana-121102**" with the subject "**Application for the post of Chief Executive Officer**" on the top of the envelope.

Sd/-
Director
SVSU Skill Innovators Foundation

SVSU SKILL INNOVATORS FOUNDATION

(A section-8 company under the auspices of Shri Vishwakarma Skill University)

(Application form)

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. Aadhar No. : _____
9. Father's Name/
Husband's Name : _____
10. Mother's Name : _____
11. Address for : _____
Correspondence : _____
12. Permanent Address : _____
13. Contact No./ Mobile : _____
14. E-mail : _____
15. Category : _____ Gen/ SC/ST/ BC/ ESM/ Others
16. State to which you belong: _____

Affix Recent
Passport Size
Photograph Duly
Singed

17. Details of Educational Qualification (From matriculation/ SSC onwards)

S.No.	Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects
1						
2						
3						

4						
5						

* Please attach self-attested relevant certificates.

18. Receipt of Fee Submission attached (Yes/No) _____ Transaction No.: _____

19. Details of previous/ current employment/ Own start-up/ Start-up experience: (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 self-attested relevant documents in support of the above.

20. State of Health : _____

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

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

23. 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