

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/SMAADP/002

Application invited for engagement of Senior Manager, Assistant, Accountant, DEO/Clerk, Peon

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 **Senior Manager, Assistant, Accountant, DEO/Clerk, Peon** to drive our business forward purely on contract basis.

Job Title: Senior Manager (01 Post)

Remuneration: [1 Lac. Consolidated]

S. No	Eligibility	Scope of work
1	<p>Essential: A bachelor's (B.Tech/B.E/ Bachelor in Social Work equivalent qualification) or master's degree (preferably MBA/equivalent degree).</p> <p>Proven track record of successful leadership and management experience</p> <p>Strong understanding of financial principles and business operations</p> <p>Minimum of 10 years' experience in a senior leadership role in Govt./ PSU/ Private sectors handling CSR/ Foundations/Section-8/ Profit making companies.</p> <p>An experience in social sector at senior role handling social transformation projects</p> <p>Experience in connecting with industries/PSU's etc for getting funding support under CSR</p> <p>Desirables: Strategic Vision: Ability to think long-term and align plans with company goals.</p> <p>Leadership and Team Management: Capacity to inspire and guide teams to achieve peak performance.</p> <p>Financial Acumen: Solid understanding of financial management and decision-making.</p> <p>Fund Generation: Proven ability to generate funds through various activities such as investment, partnerships, or other financial strategies.</p>	<p>Job Responsibilities:</p> <p>Strategic Planning: Develop and implement long-term strategies for business growth.</p> <p>Team Leadership: Oversee and guide teams, providing mentorship and fostering a positive work culture.</p> <p>Financial Management: Ensure sound financial practices, budgeting, and resource allocation.</p> <p>Stakeholder Communication: Engage with internal and external stakeholders to convey the company's vision and goals.</p> <p>Decision-Making: Make critical decisions aligned with the company's best interests and long-term success.</p> <p>Risk Management: Identify and mitigate risks impacting financial stability and performance.</p> <p>Performance Evaluation: Assess team and individual performance, set targets, and drive continuous improvement.</p> <p>Regulatory Compliance: Ensure adherence to legal and regulatory requirements within the industry.</p> <p>Fund Generation: Develop and execute strategies to generate funds through services, partnerships, or other financial activities.</p> <p>To assist the Chief Executive Officer and work as a team.</p>

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Job Title: Assistant (01 Post)

Remuneration: [50,000 Consolidated]

S. No	Eligibility	Scope of work
2	<p><u>Essential</u></p> <p>Any Bachelor's degree (MBA or relevant advanced degree preferred)</p> <p>Minimum of 6 years' experience in management role in Govt./ PSU/ Private sectors handling CSR/ Foundations/Section-8/ Profit making companies.</p> <p><u>Desirables:</u></p> <p>Strategic Vision: Ability to think long-term and align plans with company goals.</p> <p>Team Management: Capacity to inspire and guide teams to achieve peak performance.</p> <p>Financial Acumen: Solid understanding of financial management and decision-making.</p> <p>Fund Generation: Proven ability to generate funds through various activities such as investment, partnerships, or other financial strategies.</p>	<p><u>Job Responsibilities:</u></p> <p>Support CEO and Senior Management: Assist in the implementation of strategic initiatives, prepare reports, and coordinate high-level meetings.</p> <p>Project Management: Oversee specific projects, ensuring timely execution and delivery.</p> <p>Financial Analysis: Conduct financial analysis and assist in budgeting and resource allocation under the guidance of senior management.</p> <p>Stakeholder Communication: Engage with internal and external stakeholders to convey information and represent the company's interests.</p> <p>Decision-Making Support: Provide research and analysis to support decision-making processes within the organization.</p> <p>Regulatory Compliance: Ensure adherence to legal and regulatory requirements within the industry, working closely with relevant departments.</p> <p>Operational Efficiency: Identify opportunities to improve operational processes and implement efficiency measures.</p> <p>To assist the Senior Manager and work as a team.</p>

Job Title: Accountant (01 Post)

Remuneration: [50,000 Consolidated]

S. No	Eligibility	Scope of work
3	<p><u>Essential:</u></p> <p>B.Voc Financial Management/ Bachelor's degree in Accounting, Finance, or related field.</p> <p>Professional certification such as CPA, CMA, or ACCA preferred</p> <p>Minimum of 5 years of experience in accounting and financial management</p> <p><u>Desirables:</u></p> <p>Financial Reporting: Experience in preparing financial statements and reports.</p> <p>Tax Compliance: Knowledge of tax laws and regulations, and experience in tax planning and compliance.</p> <p>Audit Coordination: Ability to coordinate and manage internal and external audits.</p>	<p><u>Job Responsibilities:</u></p> <p>Financial Record-Keeping: Maintain accurate and up-to-date financial records, including ledgers, journals, and financial statements.</p> <p>Accounts Payable and Receivable: Manage the processing of invoices, payments, and receivables, ensuring accuracy and timeliness.</p> <p>Budgeting and Forecasting: Assist in the preparation of budgets, financial forecasts, and variance analysis.</p> <p>Financial Reporting: Prepare monthly, quarterly, and annual financial reports for management and external stakeholders.</p> <p>Tax Compliance: Ensure compliance with all tax regulations, prepare and file tax returns, and assist in tax planning strategies.</p> <p>Audit Coordination: Coordinate internal and external audits, provide necessary documentation, and address audit queries.</p>

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	<p>Financial Analysis: Conduct financial analysis to support decision-making processes and identify areas for improvement.</p> <p>Cash Flow Management: Monitor cash flow, prepare cash flow statements, and manage cash flow projections.</p> <p>Regulatory Compliance: Ensure compliance with all financial regulations and standards.</p> <p>Software Proficiency: Utilize accounting software to maintain financial records and generate reports.</p> <p>Process Improvement: Identify opportunities to improve accounting processes and implement best practices.</p>
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Job Title: DEO/Clerk (01 Post)

Remuneration: [25,000 Consolidated]

S. No	Eligibility	Scope of work
4	<p>Essential:</p> <p>10th Class, Certificate - NSQF - Level 2 STT and 1 Year Experience in Computer Operation or</p> <p>High school diploma or equivalent</p> <p>Proven experience in data entry and clerical work</p> <p>Proficiency in typing and data entry skills</p> <p>Typing speed of minimum 30 words/ minute</p> <p>Desirables:</p> <p>Attention to Detail: Ability to accurately input and maintain data with high precision.</p> <p>Organizational Skills: Capability to organize and manage data efficiently.</p> <p>Time Management: Effective time management skills to meet deadlines and manage workload.</p>	<p>Job Responsibilities:</p> <p>Data Entry: Input and maintain accurate records of data into the company's database or computer system.</p> <p>Clerical Support: Provide general clerical support such as filing, photocopying, and handling routine correspondence.</p> <p>Data Verification: Verify data for accuracy and completeness, and make necessary corrections as required.</p> <p>Document Management: Organize and maintain physical and electronic documents in a systematic manner.</p> <p>Record Keeping: Maintain records of data entry activities, ensuring data integrity and security.</p> <p>Reporting: Assist in generating basic reports and summaries from the entered data as needed.</p> <p>Quality Control: Ensure data quality and integrity through regular checks and reviews.</p> <p>Communication: Communicate with team members to ensure smooth data entry operations.</p>

Job Title: Peon (01 Post)

Remuneration: [15,000 Consolidated]

S. No	Eligibility	Scope of work
5	<p>Essential:</p> <p>High school diploma or equivalent</p> <p>Basic literacy and numeracy skills</p> <p>Physical ability to perform manual tasks</p> <p>Desirables:</p>	<p>Job Responsibilities:</p> <p>Office Maintenance: Ensure cleanliness and tidiness of the office premises, including dusting, mopping, and waste disposal.</p> <p>Assistance: Assist with basic office tasks such as photocopying, filing, and delivering documents</p>

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<p>Organizational Skills: Ability to assist in maintaining a clean and organized office environment.</p> <p>Communication Skills: Basic communication skills to relay messages or assist with office tasks.</p>	<p>within the office.</p> <p>Errands: Run office-related errands such as purchasing office supplies or delivering packages.</p> <p>Support: Provide support to other staff members as needed, such as setting up meeting rooms or organizing materials.</p> <p>Messenger Services: Handle incoming and outgoing mail, as well as other messenger services within the office.</p> <p>Security Assistance: Assist with basic security tasks such as monitoring entry and exit points if required..</p>
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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.

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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 _____" 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