



Date- 30/12/2025

Ref. No. SVSU/GSKSY/2025/058

## **Hiring of Team for Guru Shishya Kaushal Samman Yojana**

**Advt. No. SVSU/GSKSY/Cont./2025/002**

Offline applications are invited from eligible candidates, in the prescribed application format available on the University website ([www.svsu.ac.in](http://www.svsu.ac.in)), for engagement to the following posts on a contractual basis for a period of six months under the **Guru Shishya Kaushal Samman Yojana**. The contract may be extended further, subject to institutional requirements and satisfactory performance, in accordance with University norms.

The completed application form, along with all required enclosures, must be submitted within **15 days from the date of publication of this notice**.

S. No	Positions	No. of Post	Eligibility & Qualification	Scope of Work
1.	<b>District Coordinators</b>	05	<ol style="list-style-type: none"><li>1. Bachelor's degree in any field.</li><li>2. Minimum 5 years of experience of industry/academia in project management/operations preferably in skill development or vocational training.</li><li>3. Proficiency in computer operations.</li></ol>	<ol style="list-style-type: none"><li>1. The District Coordinator ensures effective field-level execution, mobilization, verification, monitoring, and stakeholder coordination, enabling the scheme to reach the intended beneficiaries(Gurus &amp; trainees) and maintain quality outcomes.</li></ol>
2.	<b>Accountant</b>	01	<ol style="list-style-type: none"><li>1. M.Com or MBA (Finance) or Bachelor's degree in Commerce (B. Com) with a Post-Graduate Diploma in Finance/Financial</li></ol>	<ol style="list-style-type: none"><li>1. Handle all financial matters of the scheme as per rules and maintain the proper documents.</li><li>2. To handle day-to-day financials and reporting</li></ol>

			<p>Management from a recognized institution.</p> <ol style="list-style-type: none"> <li>2. Minimum 5 years of experience in financial management and accounting.</li> <li>3. Skills: Tally, MS Excel, financial reporting.</li> </ol>	to the GSKSY
	<b>Administrative Support Staff</b>	02	<ol style="list-style-type: none"> <li>1. Bachelor's degree in any field.</li> <li>2. Minimum 2 years of experience. Good organizational skills and prior administrative and typing experience preferred.</li> <li>3. Proficiency in computer operations with excellent command over MS Office applications.</li> </ol>	<p>1. The Administrative Support Staff will provide essential logistical and clerical support to the project team, facilitating smooth operations.</p>

**Remuneration:**

- 1. Consolidate of Rs. 35000/- per month for the District Coordinator**
- 2. Consolidate of Rs. 40000/- per month for the Accountant**
- 3. Consolidate of Rs. 25000/- per month for the Administrative Support Staff**

The 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 should be sent at the following address within **15 days from the date of publication of this notice.**

"To Joint Director, Guru Shishya Kausal Samman Yojana, Takshashila Bhawan (Admin Block), Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana-121102".

- A cover letter expressing interest in the project.
- A detailed resume or CV
- A description of relevant experience and past projects.

## **Terms & Conditions**

1. The Candidate must be a citizen of India.
2. The required qualifications, relevant experience, etc., for eligibility shall be determined on the date of the walk-in interview.
3. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks. Provide the relevant document for this conversion along with the application form.
4. The prescribed essential qualifications and experience indicated are the bare minimum, and mere possession of the same will not entitle any candidate to consideration for Interviews
5. The vacancy shown in the advertisement is indicative and may increase or decrease at the university's discretion at the time of selection.
6. No TA/DA is payable for attending the interview.
7. If a candidate is found ineligible at any stage of selection/norms, his/her candidature will be summarily canceled. No claim shall be entertained.
8. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
9. The Candidates are advised to visit the university's website for related updates, including any corrigendum/addendum, date of interview/ Result, etc. Further, no information regarding this advertisement shall be published in the newspaper.
10. The candidate will be allowed to appear for the Interview subject to scrutiny of the application as per the eligibility/qualification criteria. Candidates found not eligible by the scrutiny committee or who do not produce original documents shall not be allowed to appear in the interview.
11. Candidates should ensure that they fulfill all eligibility requirements for the post they apply for as prescribed by the respective Regulatory body. The qualifications prescribed by Regulatory Bodies will be final and binding on all.
12. **The candidates must bring Two sets of Application forms and One set of self- attested documents along with the original at the time of interviews.**
13. **Merely attending the interviews does not entitle the candidate to selection.**
14. **The post will be filled purely on a contractual basis only for six months, which, as per the requirement, may be ceased/Extended.**
15. **No claim of regularization or extension of contractual appointment shall be entertained.**
16. The application fees for the application are as follows: -
  - General category candidates are required to pay an application fee of **₹1000/-**
  - All women candidates (of any category) and candidates from SC, BC, Ex-Servicemen, and EWS categories are required to pay an application fee of **₹250/-**
  - Physically Disabled - Exempted from fees

**Note: Application fees shall be paid through online mode. <https://forms.eduqfix.com/svsurectff/add>**

17. 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 regard.



**SHRI VISHWAKARMA SKILL UNIVERSITY**  
 (State University enacted under the Government of Haryana Act 25, 2016)

**(Application for Recruitment on Contract Basis)**

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)

Affix Recent  
Passport  
Size  
Photograph  
Duly Singed

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 and Please attach your latest detailed C.V and 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