



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

## **Advertisement for the Empanelment of Team Leads & Interns**

### **Advertisement No. SVSU/26/AC&D/PB-Hiring/001**

Shri Vishwakarma Skill University (SVSU), Dudhola, Palwal (Haryana), is India's first Government Skill University established by the Government of Haryana Act 25, 2016, which is functioning from its Transit Office Campus at Gurugram. The University is running various Skill courses such as - Certificate, Diploma, Degree, Post Graduate Degree/Diploma, Skill Ph.D. etc. based on its dual education model, where apprenticeship/ On the Job Training (OJT) has been integrated with the class room training.

Online 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 of Team Lead & Intern Position on project basis under the Haryana School Board Assessment project for the session 2025-2026. The completed application form, along with all required enclosures, must be submitted on 17.01.2026

Post Code	Post Name	No. of Posts
01	Team Lead	15
02	Interns	10

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

Applications can be submitted at <https://forms.eduqfix.com/shrivishlink/add> from 7th Jan 2026 to 17<sup>th</sup> Jan 2026.

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**REGISTRAR**



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## Eligibility and Qualification/ Experience for the Post

S.no	Name of the position	Eligibility	Requirement	Scope of Work	Remuneration
1.	Team Leads	Team Leads, graduate with minimum of 5 year work experience in either Industry or Academia. Excellent MS Excel Skills and experience in Data Management.	Fifteen (15)	<ol style="list-style-type: none"> <li>1. Document Verification</li> <li>2. Mapping of assessors' batch wise &amp; school wise</li> <li>3. Creation of batch id</li> <li>4. Coordination with the School Spocs.</li> <li>5. Extensive Induction of Assessors for the paper work and the IT Application</li> <li>6. Resolution of on-ground queries from the assessors</li> <li>7. Managing on-the – field contingencies</li> <li>8. Seeking daily status updates from the assessors</li> <li>9. Ensuring the data uploaded by the assessors is correct and as per the format</li> <li>10. Ensuring on-time collection of documents from the on-field assessors</li> <li>11. Quality check of the documents before finalizing the data and uploading to the school board portal.</li> <li>12. In-voice generation of School board and assessors for the payment as per the requisites.</li> <li>13. Create content for Social Media with Pics.</li> </ol>	Rs. 60,000/- (On Project Basis)
2	Interns	The candidates on Internship should be pursuing graduation. MS Excel Skill Mandatory.	Ten(10)	<ul style="list-style-type: none"> <li>• Assisting Team leads in various day to day transactional activities</li> <li>• Conducted tasks as assigned by TLs</li> <li>• Daily reporting and status update to TLs.</li> </ul>	Rs. 20,000/- (On Project Basis)



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**The application fee for submission of the application form is as under:**

For General category - Rs. 1000/-

For Others - Rs. 250/ (Other Scheduled Caste/Deprived Scheduled Caste of Haryana/ Backward Classes of Haryana/ Ex-Service Men of Haryana / Women of Haryana /EWS of Haryana)

Physically Disabled - Exempted from fees

**Terms & Condition:**

1. The Candidate must be a citizen of India.
2. The candidates are advised to satisfy themselves about their eligibility before applying.
3. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for interview.
4. 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.
5. Applications not accompanied with necessary/required documents, self-attested copies of degrees/certificates/marksheets/experiencecertificates/categorycertificate/reprints (if applicable) issued by the competent authority will be considered as incomplete and rejected.
6. No enquiry in this regard will be entertained.
7. Canvassing in any form will lead to cancellation of candidature.
8. In cases of any disputes, 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.
9. Candidates must regularly visit the university website ([www.svsu.ac.in](http://www.svsu.ac.in)) for all the details and updates related to further processes.

**(Registrar, SVSU)**

