



Date: 17/02/2026

Advertisement No. SVSU/2026/Estt./NT/ 001

Shri Vishwakarma Skill University (SVSU) at Dudhola, Palwal, is India's first Government Skill University established by the Government of Haryana in Dudhola, Palwal.

Offline applications are invited from eligible applicants for appointment for various posts on Deputation/ Short term contract basis upto **10/03/2026**. For complete details including eligibility conditions and selection criteria, please visit the University website www.svsu.ac.in.

Sr.	Name of Post	No. of Posts	Mode of Appointment
1	Controller of Examination(COE)	01	Deputation / Short term Contract (Initially for one year which can be extended annually upto three years based upon the performance of work)
2	University Librarian	01	

The filled application form must be signed on each page by the applicant. Hard copy of filled application form along-with application fees & all supporting self- attested documents in the sealed envelope (mentioning "Application for the post of on the top of Envelope) should be sent at the following address on and before **10/03/2026** up to 5.00PM).

**"The Assistant Registrar (Estt),
2nd Floor, Establishment Branch,
Admn. Block (Takshashila Bhawan)
Shri Vishwakarma Skill University,
Village-Dudhola, Palwal,
Haryana- 121102"**

(REGISTRAR)

The detailed instructions are available on University website at www.svsu.ac.in



Instructions to the Applicants

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications will be preferred.
3. Knowledge of Hindi/Sanskrit up to matric level is essential for all posts.
4. The eligibility conditions including age, qualification and experience etc are as prescribed in **Table-1** attached with the advertisement. The eligibility shall be determined as on the last date of receipt of application.
5. 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 for consideration for any of the post advertised. If a Grade Point System is adopted the CGPA will be converted into equivalent marks and the application conversion certificate need to be enclosed with the application.
6. Bachelor of vocation (B. Voc) and Master of Vocation (M. Voc) will be recognized qualification for all such posts where the eligibility criteria is Bachelor degree/Master degree in any discipline.
7. The period of experience wherever prescribed shall be counted only after obtaining the prescribed essential qualification. The experience certificate in support of the experience wherever prescribed should clearly reveal about the period of work, designation with pay scale/pay band with grade pay/ pay level as per the attached format (**Annexure A**).
8. All the documents to be attached with the application should be self-attested with page & details of enclosed documents should be specified otherwise the candidates will be responsible for misplace/loss of any enclosed documents.
9. The prescribed essential qualifications are bare minimum and mere possession of the same does not entitle a candidate to be shortlisted for further processing of selection. Where the number of applications received in response to the advertisement is large and it will not be feasible for the University to consider all applicants, the University reserves the right to restrict the number of applications for further selection process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed or by holding screening/written test or any other method as may be devised by the University i.e the purview of university and decision of university shall be final.



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10. It is the responsibility of the candidate to ascertain his/her own eligibility for the post which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification.
11. The applicant should satisfy him/herself about the eligibility before applying for respective post (s). All the applicants may be called for written/skill Test without determining their eligibility and the eligibility of only such applicants who qualify such written and/or skill test will be determined by the University.
12. Concealment of facts or supply of wrong information will result in cancellation of application at any time in addition to legal action.
13. No change / modification in the application will be allowed after submission of application form. No correspondence/email/ phone will have entertained in this regard.
14. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of interview and the reason for not being called for Interview.
15. All disputes will be subject to jurisdiction of Palwal Court only.
16. **Fees:** - The fee shall be paid in form of Demand Draft(DD) in favour of "Registrar, Shri Vishwakarma Skill University" payable at Gurugram by the applicant who apply for Contractual appointment (For Superannuated/ Retiree only). The category wise fee details are as under:

(a) For General Category	- Rs. 1000/-
(b) Others (Scheduled Caste/ Backward Class/ ESM/ Women/EWS)	- Rs. 250/-
(c) Person with Disabilities	- Exempted from fee

The fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection of University.
17. Appointment on deputation basis shall be considered as per rules of the University.
18. 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 reserved the right to modify/withdraw/cancel any communication made to the applicant in this regards.
19. The applicants, who are in employment in Government/Semi-Govt./PSU service should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of interview, otherwise their application will not be entertained. **(Annexure B)**



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20. The applicants are advised to keep on visiting the website of the University for Related Updates including any corrigendum/addendum, date of test/interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
21. Any applicant found ineligible at any stage, his/her application will summarily be cancelled/rejected.
22. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected. In case, the candidates fail to attach self-attested copies of testimonials, their application would not be considered.
23. Canvassing in any form will be treated as disqualification.
24. No TA/DA is payable for appearing in the Test/Document Verification/Interview.
25. Additional Guidelines for Deputation:
 - i) Candidates already working in Central/ State Govt. Universities/ Institutions etc. and fulfil the eligibility criteria for the posts notified in this advertisement are only eligible for consideration of application on deputation.
 - ii) A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of written test or interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer. (**Annexure B & C**).

Provided that if "No Objection Certificate" from the employer is not received till the date of interview, candidature of the candidate will not be considered: -

 - a. No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.
 - b. No disciplinary action/ vigilance case is pending or is contemplated, against the candidate. However, the joining of the candidate on selection shall be accepted only on production of relieving orders, failing which the candidate shall not be allowed to join.
 - c. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority. (**Annexure. B & C**)



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- d. The period of Deputation will be initially for a period of one year and can be extended up to 03 years. Provided that the University reserves the right to repatriate the deputationist by giving one month notice of either side. The contractual appointment will be for three years extendable on year to year basis subject to the performance of work & conduct.
 - e. The terms and conditions of deputation will be as per the rules of the State govt. of Haryana.
26. The appointment on contract will be made initially for a period of one year and further extendable upto three (03) years on year to year basis subject to performance of work & conduct of the concerned.
27. The application received through email or after closing date and time due to postal delay or any other reasons shall be rejected and will not be considered.

(REGISTRAR)



Table 1: Eligibility Criteria

1. Controller of Examination(COE)

1.	Name of the Post	Controller of Examination(COE)
2.	Pay Matrix	1. Academic Level -14 for Deputation 2. Salary for superannuated/ retiree personnel shall be Last Pay drawn- Minus pension
3.	Age limit	Below 62 years for Superannuated/ retired personnel from Central/ State Govt./ Autonomous bodies/ PSUs
4.	Essential Qualification	<p>1) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) At least 15 years of experience as Assistant Professor in the Academic Level 12 and above including Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post.</p> <p>3) Knowledge of English & Hindi/Sanskrit up to Matric or higher level.</p>

2. University Librarian

1.	Name of the Post	University Librarian
2.	Pay Matrix	1. Academic Level -14 for Deputation 2. Salary for superannuated/ retiree personnel shall be Last Pay drawn- Minus pension
3.	Age limit	Below 62 years for Superannuated/ retired personnel from Central/State Govt./ Autonomous bodies/ PSUs
4.	Essential Qualification	<p>1. A. (i) A Master's Degree in library science/ information science/ documentation science, with at least 55% marks or an equivalent grade in point scale, wherever grading system is followed.</p> <p>(ii) At least Ten years' experience as Librarian at any level in University or Ten years of teaching as Assistant /Associate Professor in Library Science or ten years' experience as a College librarian.</p> <p>(iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>B. A Ph.D. degree in library science/ information science/ documentation/ archives and manuscript keeping.</p> <p>2. Knowledge of Hindi/ Sanskrit up to Matric/ 10th Standard.</p>



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Annexure- A

Letter head of the concerned Organization

Ref. No.....

Date:.....

EXPERIENCE CERTIFICATE

This is to certify that Dr/Mr./Ms..... S/o; D/O;
W/O.....served in this organization on the post
of.....from.....toin the pay scale of
..... GP..... /Equivalent pay.....

Signature with Stamp
Registrar/Head of the Organization/Director

Encl: <Name the document attached in support of salary>



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Annexure- B

Letter head of the concerned Organization

Ref. No.

Date:

NO OBJECTION CERTIFICATE

This is to certify that Mr./Mrs/Ms.....has been working in this Institute/Organization..... w.e.f on the post of in the Academic Pay Level (AL)This institute has no objection to him applying for the post of in Shri Vishwakarma Skill University. In the event of his selection to the post applied for, he will be relieved immediately from the Institute.

This issues with the approval of Competent Authority.

(Signature)
(Head of the Institute/Organization)
Designation : _____
Address: _____
(with office seal)



Letter Head of the Concerned Organization

Ref. No.

Date:

CERTIFICATE OF THE EMPLOYER

Certify that the particulars furnished by Sh./Smt/ Ms..... are correct and he/she possess educational qualifications and experience mentioned in the Advertisement.

Also certified that:-

1. There is no vigilance case is pending/contemplated against him/her.
2. His/her complete CR dossier/ACRs for last five years are enclosed
3. His/ Her integrity is beyond doubt
4. No major/minor penalties have been imposed on him during the last five years.
5. List of major/minor penalties have been imposed on him during the last five years are enclosed.
6. His/ Her conduct report is enclosed.

Signature.....

Name & Designation

(with office seal)