



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Village- Dudhola, District Palwal- 121102 (Haryana), E-mail: info@svsu.ac.in

Ref. No:- SVSU/Estt./2026/377

Date:- 02-03-2026

Advertisement No. SVSU/2026/Estt./AC&D Cont./005

Shri Vishwakarma Skill University (SVSU), Dudhola (Palwal), is India's first Government Skill University established by the Government of Haryana Act 25, 2016, in village- Dudhola, Palwal (121102), Haryana. The University is running various skill courses such as - Certificate, Diploma, Degree, Post Graduate Diploma etc. based on its dual education model, where apprenticeship/On the Job Training (OJT) has been integrated with the class room training.

Offline applications are invited on the prescribed application form, available on University website www.svsu.ac.in from the eligible candidates for appointment to the following posts as under purely on contractual basis initially for Six Months (06 Months). The last date for submission of the applications, along with enclosures is

Post Code	Name of the Post	Remuneration/Salary	No. of posts & Category
01	Business Development Head Manager	Consolidated Salary – Rs. 50,000/- pm	One (01) – UR
02	Content Manager	Consolidated Salary – Rs. 50,000/- pm	One (01) – UR
03	Result Manager	Consolidated Salary – Rs. 50,000/- pm	One (01) – UR
04	Conduct Manager	Consolidated Salary – Rs. 50,000/- pm	One (01) – UR
05	Senior Executive	Consolidated Salary – Rs. 35,000/- pm	Two (02) – (01-UR, 01-DSC)

- **Abbreviations: UR- Un-Reserved, DSC- (Deprived Scheduled Caste)**

Period of Contract:

The above-mentioned posts are purely on contractual basis initially for a period of Six Months (06 Months) and likely to be extended on basis based upon performance.

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 in the sealed envelope should be sent (**Application for the post of “ ----- ” on the top of envelope**) to the following address “**The Assistant Registrar, Establishment Branch, 2nd Floor, Takshashila Bhawan (Admin Block), Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana- 121102.** The last date for submission of applications is **23/03/2026.**

General Terms & Conditions

1. The candidates should bring Original documents with filled application form (**Annexure – 1**) signed on each page by the applicant along-with all supporting self-attested documents.
2. The application fees for the application is as under: -
 - **For General category - Rs. 1000/-**
 - **Others - Rs. 250/ (Scheduled Castes/ Backward Classes/ Ex-Service Men/ Women/ /EWS)**
 - **Physically Disabled - Exempted from fees**

Note: Application fees shall be paid through online mode <https://forms.eduqfix.com/svsurectff/add>). Payment slip shall be enclosed with the application form.

3. The benefit of reservation and fee concession will be given only to those who are domicile of Haryana State.
4. Separate application form is required to be submitted offline for each post with prescribed fee.
5. Candidate will be allowed to appear for the Interview subject to scrutiny of 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 interview.
6. The appointment shall also subject to directions issued by the Government of Haryana time to time regarding contractual appointment & no claim of regularization/extension of contract shall be entertained.
7. These positions are purely on contract basis initially for 01 years extendable further up to 1 year on year to years' basis based on good performance. The Performance based incentive also increases annually upto 3%.

(Registrar, SVSU)



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Eligibility and Qualification/Experience for various Posts

Name of the Post	Business Development Head Manager
Number of Post	01 - UR
Mode of Recruitment	Contractual
Salary	Rs. 50,000/- Consolidated
Educational & Other Qualifications	<ol style="list-style-type: none">1) Master's Degree in Engineering/Management/ Relevant or concerned areas with at least First division or its equivalent grade of B in the UGC seven-point scale and 8 years of experience (Post Qualification) in assessment or educational administration with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level.2) Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textiles, IT&ITES, healthcare, Banking & Finance, retail, hospitality, electrical & electronics, construction, transport and logistics or other as relevant.3) Knowledge of Hindi / Sanskrit up to Matric standard or higher.
Preference	<ol style="list-style-type: none">1) Preference will be given to people who have worked in educational/skill development sector/institutions or departments.2) Knowledge and understanding of National Occupational Standards & National Qualification Framework.3) Overall sectorial & Industry Knowledge ability to analyze/collate demands and prepare sustainable plan/models of skill programs/courses/ work-study model and skilling framework.4) IT skills are mandatory.5) Worked with any National or International Organization.6) Good interpersonal skills, Analytical skill, Communication Skills especially writing, subject knowledge and computer savvy
Scope of work	<ol style="list-style-type: none">1) The primary objective of this role is to drive sustainable growth, expand market share, and establish strategic partnerships that align with the departments long-term vision and revenue targets.2) The BD Head will oversee all aspects of strategic growth and partnership management,3) Lead efforts to secure large-scale contracts and strategic accounts that contribute significantly to the department's annual recurring revenue (ARR).4) Proactively identify, evaluate, negotiate, and secure strategic partnerships, channel partners, and key vendor relationships.5) Lead, mentor, and motivate the Business Development team, fostering a high-performance culture focused on execution and results.

Name of the Post	Content Manager
Number of Post	01 - UR
Mode of Recruitment	Contractual
Salary	Rs. 50,000/- Consolidated
Educational & Other Qualifications	<ol style="list-style-type: none"> 1) Master's Degree in Engineering/Management/ Relevant or concerned areas with at least First division or its equivalent grade of B in the UGC seven-point scale and 8 years of experience (Post Qualification) in assessment or educational administration with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. 2) Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textiles, IT&ITES, healthcare, Banking & Finance, retail, hospitality, electrical & electronics, construction, transport and logistics or other as relevant. 3) Knowledge of Hindi / Sanskrit up to Matric standard or higher
Preference	<ol style="list-style-type: none"> 1) Preference will be given to people who have worked in educational/skill development sector/institutions or departments. 2) Knowledge and understanding of National Occupational Standards & National Qualification Framework. 3) Overall sectorial & Industry Knowledge ability to analyze/collate demands and prepare sustainable plan/models of skill programs/courses/ work-study model and skilling framework. 4) IT skills are mandatory. 5) Worked with any National or International Organization. 6) Good interpersonal skills, Analytical skill, Communication Skills especially writing, subject knowledge and computer savvy
Scope of work	<ol style="list-style-type: none"> 1) The Content Manger will have the primary responsibility for creating and development of question bank for NSQF aligned job roles. Encouraging affiliated institutes to achieve enrollment targets. However, it is important to ensure that such targets are achievable and that they do not compromise the quality of education being provided. 2) Able to develop the separate question bank related to theoretical, practical and viva and associated projects. 3) Maintain the secrecy of created content. 4) Create a pool of subject matter experts wherever required. 5) Knowledge & skill Content moderation

Name of the Post	Result Manager
Number of Post	01 - UR
Mode of Recruitment	Contractual
Salary	Rs. 50,000/- Consolidated
Educational & Other Qualifications	<ol style="list-style-type: none"> 1) Master's Degree in Engineering/Management/ Relevant or concerned areas with at least First division or its equivalent grade of B in the UGC seven-point scale and 8 years of experience (Post Qualification) in assessment or educational administration with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. 2) Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textiles, IT&ITES, healthcare, Banking & Finance, retail, hospitality, electrical & electronics, construction, transport and logistics or other as relevant. 3) Knowledge of Hindi / Sanskrit up to Matric standard or higher
Preference	<ol style="list-style-type: none"> 1) Preference will be given to people who have worked in educational/skill development sector/institutions or departments. 2) Knowledge and understanding of National Occupational Standards & National Qualification Framework. 3) Overall sectorial & Industry Knowledge ability to analyze/collate demands and prepare sustainable plan/models of skill programs/courses/work-study model and skilling framework. 4) IT skills are mandatory. 5) Worked with any National or International Organization. 6) Good interpersonal skills, Analytical skill, Communication Skills especially writing, subject knowledge and computer savvy
Scope of work	<ol style="list-style-type: none"> 1) Manage and oversee the execution of all scoring processes, including automated and manual scoring, cut score application, and result finalization. 2) Implement and manage robust Quality Assurance (QA) checks on raw scores, scaled scores, and final pass/fail decisions before release. 3) Ensure the delivery of official results, certificates, and score reports to candidates and/or client organizations within agreed-upon Service Level Agreements (SLAs). 4) Establish, document, and manage processes for handling scoring exceptions, appeals, and re-evaluation requests, ensuring fairness and consistency. 5) Oversee the integrity, maintenance, and security of the central result database, ensuring consistency across all systems.

Name of the Post	Conduct Manager
Number of Post	01 - UR
Mode of Recruitment	Contractual
Salary	Rs. 50,000/- Consolidated
Educational & Other Qualifications	<ol style="list-style-type: none"> 1) Master's Degree in Engineering/Management/ Relevant or concerned areas with at least First division or its equivalent grade of B in the UGC seven-point scale and 8 years of experience (Post Qualification) in assessment or educational administration with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. 2) Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textiles, IT&ITES, healthcare, Banking & Finance, retail, hospitality, electrical & electronics, construction, transport and logistics or other as relevant. 3) Knowledge of Hindi / Sanskrit up to Matric standard or higher
Preference	<ol style="list-style-type: none"> 1) Preference will be given to people who have worked in educational/skill development sector/institutions or departments. 2) Knowledge and understanding of National Occupational Standards & National Qualification Framework. 3) Overall sectorial & Industry Knowledge ability to analyze/collate demands and prepare sustainable plan/models of skill programs/courses/ work-study model and skilling framework. 4) IT skills are mandatory. 5) Worked with any National or International Organization. 6) Good interpersonal skills, Analytical skill, Communication Skills especially writing, subject knowledge and computer savvy
Scope of work	<ol style="list-style-type: none"> 1) The Content Manger will have the primary responsibility for creating and development of question bank for NSQF aligned job roles. Encouraging affiliated institutes to achieve enrollment targets. However, it is important to ensure that such targets are achievable and that they do not compromise the quality of education being provided. 2) Able to develop the separate question bank related to theoretical, practical and viva and associated projects. 3) Maintain the secrecy of created content. 4) Create a pool of subject matter experts wherever required. 5) Knowledge & skill Content moderation

Name of the Post	Senior Executive
Number of Post	02 (1 UR, 1 DSC)
Mode of Recruitment	Contractual
Salary	Rs. 35,000/- Consolidated
Educational & Other Qualifications	<ol style="list-style-type: none"> 1) Any Graduate with 5 years of experience with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. 2) Knowledge of Hindi / Sanskrit up to Matric standard or higher.
Preference	<ol style="list-style-type: none"> 1) Preference will be given to people who have worked in educational/skill development sector/institutions or departments. 2) Knowledge and understanding of National Occupational Standards & National Qualification Framework. 3) IT skills are mandatory. 4) Good interpersonal skills, Analytical skill, Communication Skills especially writing, subject knowledge and computer savvy
Scope of work	<ol style="list-style-type: none"> 1) Database management - Responsibilities include the gathering, authentication, and preparation and formatting of presentations, MS excel, MS Word etc. 2) Project Management - A critical responsibility is management of projects, works closely and directly on the project and other operations related to the project. 3) Finance & Accounts – understanding of the organization’s finances i.e. Receipts, invoice, bills, checks, the creation of financial reports and statements, etc.



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(Application for Recruitment on Contract Basis)

Affix Recent
Passport Size
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Duly Singed

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/
Husband's
Name : _____
10. Mother's Name : _____
11. Address for
Correspondence : _____

12. Permanent Address : _____

13. Telephone No. : Mobile _____
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)

Examination Passed	University/ 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. Please attach your latest detailed C.V. Also attach relevant documents in support of the above

- 18. State of Health : _____
- 19. If selected, specify the minimum joining time required : _____
- 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