



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

## Walk-in-Interview for Empanelment of Vocational Trainer

**Advertisement – Ref No. SVSU/IRAA/2026/025**

**Date: 17.04.2026**

Shri Vishwakarma Skill University (SVSU), Dudhola (Palwal), is India's first Government Skill University established by the Government of Haryana Act No. 25 of 2016. 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 classroom training.

Shri Vishwakarma Skill University inviting application for the eligible candidates to attend the walk-in-interview for the empanelment of Vocational Trainer in the following sector as a Project-Based Hiring for a maximum period of 03 Months scheduled on 30<sup>th</sup> April 2026 at 09.30 AM time onwards.

No of Post	Sector	Name of the Position	Subject Area
01 (One)	BFSI Sector	Vocational Trainer	Introduction to Tally Operations & GST Calculations

**Reporting Time will be 09.30 AM**

**Date of Walk-in-Interview: Thursday - 30<sup>th</sup> April 2026**

**Eligibility:** Graduate with 2 years of teaching experience and knowledge/experience in Tally operations and GST Calculations.

**Remuneration for Trainers:** For Training of 03 months/completion of the project training cycle. Total Remuneration for the entire Project Training Cycle shall be Rs. 36,000/- @ 12,000 per month.

**Venue of the Interview:** 3<sup>rd</sup> Floor, Shri Vishwakarma Skill University, Takshila Bhawan, Dudhola, Palwal - 121102

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)

**REGISTRAR**



# SHRI VISHWAKARMA SKILL UNIVERSITY

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## Eligibility and Qualification/ Experience for the Posts of Vocational Trainer

S.no	Job Roles	Eligibility
1.	Introduction to Tally Operations & GST Calculations	1. Graduate with 2 years of teaching experience and knowledge/experience in Tally operations and GST Calculations 2. Knowledge of Hindi / Sanskrit up to Matric standard or higher level.

### **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

### **Payment either through Demand Draft OR through Online mode shall be accepted.**

1. Payment through Demand Draft shall be in favour of "Shri Vishwakarma Skill University Palwal".
2. Payment through Online : Click the link : <https://forms.eduqfix.com/svsurectff/add>

(Please attach the printout of the Transaction Details with the application)

## **Terms & Conditions**

1. The Candidate must be a citizen of India.
2. Good knowledge of computer applications will be a distinct plus.
3. The required qualification and relevant experience etc. for eligibility shall be determined as on the date of walk-in interview.
4. The candidates belonging to the category of PH (PwD i.e. Person with Disabilities) will Enclose necessary certificates with their application form from a Competent Authority in support of their claim of Disability. All such certificates should clearly mention the type of disabilities as defined in the Govt. letter dated 25.04.2018.
5. Selected candidate will be deputed at **FLCC, Geeta Ashram, Faridabad.**
6. 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. Qualifications obtained through distance mode are not admissible for teaching posts in science and technology. If a Grade Point System is adopted the CGPA will be converted into equivalent marks. Provide the relevant document of conversion of CGPA into equivalent marks along with application form.
7. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate for empanelment. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.
8. No TA/DA is payable for attending the interview for the posts.
9. In case, the candidates fail to bring originals and attach self-attested copies of testimonials, their application would not be considered and they will not be interviewed.
10. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
11. The Candidates are advised to keep on visiting the website of the University for Related Updates including any corrigendum/addendum. Further, no information in respect of this advertisement shall be published in the newspaper.
12. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.
13. Canvassing in any form will be treated as disqualification.
14. The Chairman selection committee shall have the power to lay down the procedure in respect of any matter not mentioned above.
15. The University reserves right to cancel or postpone the interviews anytime or/ and not to empanel the post advertised without assigning any reason.
16. The University reserves the right to increase/ decrease the number of posts or it may not fill the post advertised without assigning any reason.
17. No separate information of the interview shall be sent.

- 18. The candidates are required to bring three sets of Application form and one set of self-attested documents along-with original at the time of interviews. If the payment is made, an online receipt should be attached.**
19. Empanelment for Vocational Trainers shall be Project Based for a period of 03 months/till the project gets completed & no claim of continuation of empanelment/regularization shall be entertained.
20. 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.
21. Merely appearing in an interview shall not confirm any right of Empanelment as Vocational Trainer to the candidate.

**(Registrar, SVSU)**



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

(Application for Empanelment of Vocational Trainers)

Recent  
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Passport Size  
Photo

**Advertisement No.:** .....

**Post Applied for:** .....

1. **Name:** .....
2. **Father's Name:** .....
3. **Mother's Name:** .....
4. **Date of Birth:** .....
5. **Age as on** .....: .....
6. **Category**.....(GEN/SC/ST/BC-A/BC-B/ESM/Others)
7. **Gender:** ..... **Nationality:** .....
8. **Aadhar No.:** .....
9. **Correspondence Address:** .....  
.....
10. **Permanent Address:** .....  
.....
11. **Email-ID:** .....
- Mobile:** .....
12. **State to which you belong:** .....

**13. Educational Qualifications:**

Examination Passed	Certificate / Degree (Specialization)	Board/ University	Month/ Year of Passing	Marks Obtained / Total Marks	Marks (%) / CGPA	Subjects
10 <sup>th</sup>						
12 <sup>th</sup>						

Graduation						
Post-Graduation						
Any Other						

Candidates are required to confirm the following:

Sr. No.	Essential Qualifications	YES/No
(i)	Matric with Hindi/Sanskrit or Hindi as one of the subject in 10+2/UG/PG.	
(ii)	Proficiency in teaching in Hindi and English medium.	
(iii)	Knowledge of Computer Applications.	
(i)	<b>Desirable Qualifications:</b>	

#### 14. Experience:

Sr. No.	Name of organization where employed	Designation	Period of Service		Nature of Duties	Total Monthly emoluments
			From	To		

#### 15. Detail of Experience of: -

a. NSQF aligned education.

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b. Computer / IT skills and use of Technologies and Tools for learning (use separate sheet, if required)

a) .....

b) .....

**16. Name, Address and Contact number of two references with whom the candidates has worked / known in the last preceding five years:**

1. .... 2. ....  
.....  
.....

**17. List of copy of documents attached:**

a) .....  
b) .....  
c) .....  
d) .....

**Declaration**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case of any particular or information furnished by me is found false/incorrect/incomplete or ineligible, my candidature is liable to be rejected or cancelled and even after appointment it is found false or incorrect, my services are liable to be terminated without any notice.

\_\_\_\_\_  
Signature of the applicant

Place:.....

Date: .....

**N.B.:** Every application must be accompanied by self-attested photo copies of documents in support of claims made by the candidate in respect of date of birth, academic qualifications, practical training, experience, caste, projects.

**DECLARATION**

I \_\_\_\_\_ hereby undertake that, I have read all the information and instructions given in Advertisement (Advertisement No. \_\_\_\_\_ Dated \_\_\_\_\_) on the website i.e. [www.svsu.ac.in](http://www.svsu.ac.in) & svsuskillschool.ac.in and the above information given by me is correct. I understand that my application shall be rejected if:

- i) the information is not correct      or      ii) all the required certificates and documents are not attached      iii) application is incomplete.

I am not arrested, prosecuted, kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any Public Service Commission from appearing at its Exam/Selections or debarred from taking any Exam/rusticated by any University or any other Educational authority/Institution or there is no case pending against me in any court of law, University or any other educational authority/Institution. I hereby undertake that if any information is found to be false even after my empanelment as Guest faculty, I will be removed from the empanelment list and will be liable for penalties equivalent to emoluments drawn till date.

**Date:**

**(Full Signature of Candidate)**

**Place:**

