



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Date: 12.11.2020

Advertisement No. SVSU/2020/Estt./NT A&B/009

Shri Vishwakarma Skill University (SVSU) at Dudhola, Palwal, is India's first Government Skill University established by the Government of Haryana, which is functioning from its transit office and campus in Gurugram.

Online applications are invited from eligible applicants for appointment for various Non-Teaching posts on regular basis up to **18.12.2020**. For detail of posts along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in.

Sr.	Name of Post	No. of Posts
1	Controller of Examination	01 (UR)
2	Deputy Training and Placement Officer	01 (UR)
3	Deputy Director (Sports)	01 (UR)
4	Deputy Director (Industry Integration Cell)	01 (UR)
5	Public Relation Officer	01 (UR)
6	Executive Engineer (Civil)	01 (UR)
7	Resident Medical Officer	01 (UR)
8	Hindi Officer	01 (UR)
9	Law officer	01 (UR)
10	Assistant Registrar	02 (UR)
11	Guest House/ Hospitality Manager	01 (UR)
12	Superintendent	02(UR),01(ESM-Gen, 01(EWS),01(SC)

Applicants willing to apply for the advertised post are advised to apply online through the link available on the University website www.svsu.ac.in between the opening date 13.11.2020 and closing date 18.12.2020.

After successful submission of application form in online mode, the filled application form must be printed and 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 by 28.12.2020:

**“The Deputy Registrar (Estb.),
Shri Vishwakarma Skill University,
Plot No. 147, Sector 44, Gurugram,
Haryana- 122003”**

(REGISTRAR)

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 metric level is essential for all posts.
4. The eligibility conditions including age, qualification and experience etc are as prescribed in Table-1. 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.
6. Bachelor of vocation (B. Voc) and Master of Vocation (M. Voc) will be recognized qualification for all such posts where the eligibility criteria are 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 B). The certificate must be supported with salary slip/PF statement/ Form 16/ Bank Statement or any other valid proof of salary paid as claimed in the certificate.
8. The vacancy shown in advertisement is tentative and may increase or decrease at the discretion of the University at the time of selection. The University reserves the right not to fill any of the posts advertised without assigning any reason.
9. The posts advertised in this advertisement are subject to the concurrence of Finance Department, Haryana. The Pay structure and fixation of pay of respective posts is also subject to revision/amendment/modification as per the State Govt. Instructions.
10. Relaxation of 5% marks in qualifying examination to be allowed to candidates of SC/ST/BC category,
11. 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 test or any method as may be devised by the University.

12. The University may conduct any kind of written and/ or skill test for any/ all posts advertised and only those who qualify the said test(s) will be considered for further process of selection. The qualifying percentage in such test(s) is fixed at 40% (38% for SC/ST/PWD category post). Only qualified candidates would be considered for further short listing of applicants to be called for Documents Verification/Interviews prescribed in selection criteria for shortlisting of applications given at Annexure A. The structure and syllabus of the screening /skill test will be uploaded on the University website.

13. Candidates to be called for interview in a ratio of 1:15 for the first post and 2:25,3:30 and five candidates will be added for further additional posts.

14. 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.

15. No change / modification in the application will be allowed after submission of application form. No correspondence/email/ phone will be entertained in this regard.

16. Fees:-

- | | |
|----------------------------------|---------------------|
| (a) For General Category | -Rs. 1000/- |
| (b) For SC/BC-A/B/ESM/EWS/Female | - Rs. 250/- |
| (c) Person with Disabilities | - Exempted from fee |

17. The PWD (Persons with Disabilities) Category applicants will have to enclose requisite certificate issued from the Competent Authority. Any such certificate should clearly mention the type of Disability as defined in the Govt. letter dated 25.04. 2018. The candidates claiming benefit/ reservation under ESM/ ESP i.e. Eligible Sports Person/ PWD i.e. Person with Disabilities category of Haryana are also required to also fill their respective category i.e. General/ SC/ BC- 'A'/ BC- 'B' to which they belong.

18. (a) The benefit of reservation will be given only to those SC/ BC-A/ BC-B, PWD, and ESM/ DESM or ESP applicants who are domicile of State of Haryana. The Eligible Sports Persons shall be required to produce the Sports Certificate as per Govt. Notification dated 25.05.2018 & 15.11.2018 duly issued by the Competent Authority.

(b) The applicants seeking reservation under a particular category e.g. SC/ BC-A & BC-B etc. are required to submit the requisite Certificate issued by the Competent Authority from Parental Side only. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.

Note- (i) The applicants of reserved categories of Haryana for which no post is available/reserved, can apply for the posts in General Category, if he/she fulfils all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants.

(ii) The reserved category applicants of other States will be considered only for General Category Posts. Such applicants should fulfil all the eligibility conditions as meant for General Category applicants.

19. Concealment of facts or supply of wrong information will result in cancellation of application at any time in addition to legal action.

20. 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.

21. 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.

22. 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.

23. Any applicant found ineligible at any stage, his/her application will summarily be cancelled/rejected.

24. 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.

25. Canvassing in any form will be treated as disqualification.

26. No TA/DA is payable for appearing in the Test/Document Verification/Interview.

27. How to Apply:

- Applicants willing to apply for the advertised post are advised to apply online through the link available on the University website www.svsu.ac.in between the opening date 13.11.2020 and closing date 18.12.2020 (12:00 midnight).

After successful submission of application form in online mode, the filled application form must be printed and 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 by 28.12.2020:

**“The Deputy Registrar (Estb.),
Shri Vishwakarma Skill University,
Plot No. 147, Sector 44, Gurugram,
Haryana- 122003”**

REGISTRAR

Table 1: Eligibility Criteria

1. Controller of Examination

1.	Name of the Post	Controller of Examination
2.	Pay Matrix/Pay Scale	37400-67000+10000
3.	Age limit	50 years
4.	Essential Qualification	1. Master's Degree with at least 55% marks from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed. 2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above, including as Associate Professor along with experience in education administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

2. Deputy Training and Placement Officer

1.	Name of the Post	Deputy Training and Placement Officer
2.	Pay Matrix	15600-39100+GP 7600
3.	Age limit	50 years
4.	Essential Qualification	1. A Master's Degree in any subject (preferably in Human Resource Management) with at least 55% of the marks or its equivalent grade. 2. A minimum of 09 (nine) years of teaching or Industry or Training & Placement activities in the Academic Level-10 and above or Equivalent level relevant field(s) in a major University/ academic institution/ industry. at a supervisory level (not below the rank of Assistant Professor).

3. Deputy Director Sports

1.	Name of the Post	Deputy Director (Sports)
2.	Pay Matrix	15600-39100+GP 8000
3.	Age limit	50 Years
4.	Essential Qualification	1. Master's Degree in Physical Education or in Sports Science with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; Record of having represented the University/ College at the inter-University / inter-Collegiate competitions or State and / or national championships; 2. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. 3. Relevant experience of 08 years in post as University assistant DPEs /College DPEs /sports officer or instructor or equivalent post in University / Institute of National

		importance/ Central/State Govt. or similar organization having strong involvement and proven track record in organizing teaching sports, Subject to the provisions of these regulations Physical fitness test shall be required to produced medical certificate certifying that he/she is medically fit for test as per norms of UGC.
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4. Deputy Director (Industry Integration Cell)

1.	Name of the Post	Deputy Director (Industry Integration Cell)
2.	Pay Band	15600-39100+GP 7600
3.	Age limit	50 years
4.	Essential Qualification	1. Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. 2. A minimum of 09 years of administrative or Industry experience in corporate relation / training / placement/ industry integration/ contract management etc. at the level of Assistant Professor or equivalent.

5. Public Relation Officer

1.	Name of the Post	Public Relation Officer
2.	Pay Matrix	Level - 11
3.	Age Limit	50
4.	Essential Qualification	<p>A Post-Graduation Degree from a recognized University/ institution in Public Relations / Corporate Communication/Journalism/Mass Communication with 8 years' experience in the field of Public Relations/ Corporate Communication/Journalism/ Mass Communication.</p> <p><u>Desirable:</u></p> <p>1. Experience of Press Releases, Press Meets, Press Clarifications, Distinguished Lecture Series, Inaugural Lecture Series, Applying for University Rankings, University Online bilingual Newsletter, Preparation and Publication of Annual Report, Preparation and Publication of University yearly Calendar, Campus Concert Series, Social Media, Website Management and Placement Cell activities, Planning, development and implementation of Public Relation strategies; Coordinating with institute stakeholders and answering queries and enquiries from media, and other related organizations through written and oral communication (via telephone, email, fax, etc.)</p> <p>2. Organizing events such as press conferences, open days and media tours to various units, departments, laboratories, etc. Addressing the media at the Press Conferences, Managing and updating information on social media sites such as Twitter and Facebook. Interacting and engaging with various stakeholders on social media.</p> <p>3. IT skills are mandatory</p>

6. Executive Engineer(Civil)

1.	Name of the Post	Executive Engineer (Civil)
2.	Pay Matrix	Level - 11
3.	Age limit	50 years
4.	Essential Qualification	1. Recognized degree in Civil Engineering or equivalent qualifications. Minimum experience of 10 years against a post not below the rank of an Assistant Engineer out of which 5 years on the position of SDO.

7. Resident Medical Officer

1.	Name of the Post	Resident Medical Officer
2.	Pay Band	Level- 10
3.	Age limit	50 Years
4.	Essential Qualification	1. MBBS Degree from any recognized institution/ university recognized by MCI (Medical Council of India) 2. Must be registered with Medical Council of India/ State Medical Council.

8. Hindi Officer

1.	Name of the Post	Hindi Officer
2.	Pay Matrix	Level-10
3.	Age limit	50 years
4.	Essential Qualification	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; AND 1. Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Bodies/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions; OR Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Bodies/ Statutory Organizations/ PSUs/ Universities or recognized

		research or educational institutions.
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9. Law Officer

1.	Name of the Post	Law Officer
2.	Pay Band	Level – 10
3.	Age limit	50 years
4.	Essential Qualification	LLB with 55% marks (Professional degree), with at least 5 years of experience of practicing in court of law preferably in service matters.

10. Assistant Registrar

1.	Name of the Post	Assistant Registrar
2.	Pay Band	Level- 10
3.	Age limit	50 years
4.	Essential Qualification	1. Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. OR B.E./B. Tech with first division or its equivalent grade. 2. 5 years of experience as Assistant Professor in a college or a University with experience in educational administration OR 5 years' experience as superintendent in a University / examiningbody conducting public examination OR comparable experience in research establishments and /or institutions of higher education.

11. Guest House/ Hospitality Manager

1.	Name of the Post	Guest House/ Hospitality Manager
2.	Pay Matrix	Level – 10
3.	Age limit	50 Years
4.	Essential Qualification	1. Bachelor's degree in hotel Management/ Tourism with at least 55% marks And 2. 08 (Eight) years of experience at managerial level not less than Assistant Manager in a 4 (Four) star Hotel or a similar position in the hospitality industry/ Tourism Industry.

12. Superintendent

1.	Name of the Post	Superintendent
2.	Pay Band	Level- 7
3.	Age limit	50 years
4.	Essential Qualification	Bachelor degree with at least 50% marks and 5 years' experience at the level of Deputy Superintendent or equivalent scale or 8 years' experience as Assistant from University/ Colleges/ Educational Institutions - /Govt./Semi-Govt./PSU/Corporations/Corporate/Industry.

Annexure A

Selection criteria for short-listing of application for the post of Controller of Examinations(COE)Weight-age for academic merit, experience, skill test (if applicable), interview.

10th	12th	Graduation	Post-Graduation	Experience	Domain test	Interview	Total
10	10	10	10	20	20	20	100
10% of Percentage obtained	10% of Percentage obtained	10% of Percentage obtained	10% of Percentage obtained	No marks for minimum required experience and thereafter 1 marks for each year of relevant experience subject to max 20 marks	As decided by university	By Selection Committee	

Selection Criteria for short-listing of application for all Group A & B posts (except COE)Weight-age for academic merit, experience, written/ skill test (if applicable), interview

10th	12th	Graduation	Post-Graduation	Written test	Interview	Total
5	5	10	10	50	20	100
5% of Percentage obtained	5% of Percentage obtained	10% of Percentage obtained	10% of Percentage obtained	As per Prescribed Syllabus	By Selection Committee	

Letter head of the concerned Organization

Ref
Date:.....

No.....

To Whom May It Concern

This is to certify that Dr/Mr./Ms..... S/o; D/O; W/O
..... severed in this organization as.....from
.....toin the pay scale ofGP /
Equivalent pay Certified copy of his /her Salary slip/ PF
Statement/ Bank Statement/ Form 16 is enclosed in support of paid
salary.

Signature with Stump

Registrar/Head of the Organization/Director

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