



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Advertisement No. SVSU/2020/Estt/NT C/010

Recruitment Notification

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 **21.12.2020 (12.00 midnight)**. 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	Assistant	04(UR), 01ESM-Gen, 01(SC), 02(BC-A), 01(BC-B), 02(EWS)
2	Personal Secretary	02 (UR)
3	Accountant	01 (UR)
4	Pharmacist	01 (UR)
5	Lab Technician (Psychology)	01 (UR)
6	Lab Technician (Chemistry)	01 (UR)
7	Lab Technician (MLT)	01 (UR)
8	J.E. (Horticulture)	01 (UR)
9	Sanitary Inspector/Officer	01 (UR)
10	Game Organizer	01 (UR)
11	EPBAX Assistant	01 (UR)
12	Law Assistant	01 (UR)
13	Hostel Supervisor	02 (UR) { 01 – Man & 01 – Woman }
14	Translator	01 (UR)
15	Senior Scale Stenographer	03 (UR)
16	Draftsman (Civil)	01 (UR)
17	Staff Nurse	01 (UR)
18	Electrician	01 (UR)
19	Driver	02 (UR)

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 12.11.2020 and closing date 21.12.2020 (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 30/12/2020: **"The Deputy Registrar (Estb.), Shri Vishwakarma Skill University, Plot No. 147, Sector 44, Gurugram, Haryana- 122003"**

REGISTRAR



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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.



SHRI VISHWAKARMA SKILL UNIVERSITY

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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/Interview as 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



SHRI VISHWAKARMA SKILL UNIVERSITY

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

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.



SHRI VISHWAKARMA SKILL UNIVERSITY

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

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 21.12.2020(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 30/12/2020:

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

REGISTRAR



Table 1: Eligibility Criteria

1. Assistant

1.	Name of the Post	Assistant
2.	Functional Pay Matrix	Level- 6
3.	Age limit for direct recruits	50 years
4.	Essential Qualification	Bachelor Degree with 50% marks from recognized University with 05 years' experience as Clerical Cadre in Govt./Semi Govt. /Govt. Aided/ University/ affiliated College/ Professional institution/industry.

2. Personal Secretary

1.	Name of the Post	Personal Secretary
2.	Pay Matrix	Level- 6
3.	Age limit	50 years
4.	Essential Qualification	1. Bachelor's degree with 50% marks and Minimum 5 years' experience as Personal Assistant with good interpersonal skills, fluency in English with effective communication skills. 2. The applicant should be computer literate with Microsoft proficiency, excellent shorthand speed of 120 w.p.m. and accurate computer typing speed of 45 w.p.m.

3. Accountant

1.	Name of the Post	Accountant
2.	Pay Matrix	Level – 6
3.	Age limit	50 Years
4.	Essential Qualification	B.Com with 50% marks from recognized University with 05 years' experience as Clerical Cadre in Govt./Semi Govt. /Govt. Aided/ University/ affiliated College/ Professional institution/industry.

4. Pharmacist

1.	Name of the Post	Pharmacist
2.	Pay Matrix	Level – 6
3.	Age limit	50 Years
4.	Essential Qualification	1. 12th with non-medical or medical from recognized board/University. 2. B. Pharma/ Two years Diploma in Pharmacy., Pharmacist act 1948 notification from recognized institution by government. Valid Registration with the Pharmacy council of Haryana. 3. Experience: Minimum 5 years of work experience in government /private organization for 2-year diploma holder or 3 years' experience for B. Pharma.



SHRI VISHWAKARMA SKILL UNIVERSITY

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

5. Lab Technician (Psychology)

1.	Name of the Post	Lab Technician (Psychology)
2.	Pay Matrix	Level- 06
3.	Age limit	50 years
4.	Essential Qualification	Graduation with 50% marks with psychology as one of the subjects and 5 years of practical experience Or 12th with psychology as one of the subject + 08 years of practical Experience

6. Lab Technician (Chemistry)

1.	Name of the Post	Lab Technician (Chemistry)
2.	Pay Matrix	Level- 06
3.	Age limit	50 years
4.	Essential Qualification	B. Sc honors with Chemistry with 50% and 05 years of practical experience OR 12th with Medical/ Non-Medical with chemistry as one of the subjects + 08 years of practical experience

7. Lab Technician (MLT)

1.	Name of the Post	Lab Technician (MLT)
4.	Pay Matrix	Level- 06
6.	Age limit	50 years
7.	Essential Qualification	Bachelor degree in MLT/ Life Science/ Public Health/ Medical Electronics with 50% marks with 05 years of practical Experience Or 12th Medical with 8 years of practical experience. Or D.Voc/Diploma in MLT /Medical Electronics with 7 years of relevant experience

8. J.E (Horticulture)

1.	Name of the Post	J.E (Horticulture)
2.	Pay Matrix	Level-6
3.	Age limit	50 years
4.	Essential Qualification	B.Sc. (Agriculture) with horticulture as subject with 50% marks and 05 years of experience in Govt./ Public undertaking. OR B.Sc. (Horticulture) with 50% marks and 05 years of experience in Govt./Public Undertaking OR B. Voc. with at least 50% or its equivalent in Agriculture /Horticulture or concerned/allied/relevant with a skill certificate in at least one QP in relevant field of



SHRI VISHWAKARMA SKILL UNIVERSITY

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

		NSQF Level 5 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 5 years of experience in Govt./Public Undertaking.
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9. Sanitary Officer

1.	Name of the Post	Sanitary Officer
2.	Pay Matrix	Level-6
3.	Age limit	50 Years
4.	Essential Qualification	B.Sc. with 50% marks in chemistry or B. Pharmacy with 50% marks plus one-year Diploma course in Health/ Sanitary Inspector. 5-year experience in government/ public undertaking. OR One-year National Trade Certificate (NTC) in Health Sanitary Inspector awarded by National Council for vocational Training, Ministry of Labour & Employment, Government of India, or an institution recognized by the State Government with 8-year experience in government/ public undertaking.

10. Game Organizer

1.	Name of the Post	Game Organizer
2.	Pay Matrix	Level – 6
3.	Age limit	50 Years
4.	Essential Qualification	Bachelor's degree with at least 50% marks in Physical Education/ sports/ Yoga with 05 (five) years practical / professional experience.

11. EPBAX Assistant

1.	Name of the Post	EPBAX Assistant
2.	Pay Matrix	Level - 6
3.	Age limit	50 years
4.	Essential Qualification	Graduate with at least 50% marks with flair in English Speaking, having worked as telephone attendant/PBX Operator for at least 05 (five) years in commercial/Semi Govt. organization.

12. Law Assistant

1.	Name of the Post	Law Assistant
2.	Pay Matrix	Level - 6
3.	Age limit	50 Years
4.	Essential Qualification	Graduation in law (Professional Degree) with at least 50% marks from a recognized University with 3 years' experience of practicing in court of law preferably in service matters.



SHRI VISHWAKARMA SKILL UNIVERSITY

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

13. Hostel Supervisor

1.	Name of the Post	Hostel Supervisor
2.	Pay Matrix	Level – 6
3.	Age limit	50 Years
4.	Essential Qualification	1. Bachelor's Degree with at least 50% marks in any field from a recognized University. 2. 5 years' experience in the administration/direct interaction and management of students/ counselling of students in an academic institute/residential institute.

14. Translator

1.	Name of the Post	Translator
2.	Pay Matrix	Level – 6
3.	Age limit	50
4.	Essential Qualification	<p>Master's degree in Hindi with 50% marks and English as a compulsory or elective subject at degree level with two years of experience in translation</p> <p style="text-align: center;">Or</p> <p>Master's degree in English with 50% marks and Hindi as a compulsory or elective subject at degree level with two years of experience in translation.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with 50% marks, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level with two years of experience in translation.</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with 50% marks, 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 degree level with two years of experience in translation.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University in any subject other than Hindi or English with 50% marks, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level with two years of experience in translation.</p> <p style="text-align: center;">Or</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or four years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p>



15. Senior Scale Stenographer

1.	Name of the Post	Senior Scale Stenographer
2.	Pay Matrix	Level – 6
3.	Age limit	50 years
4.	Essential Qualification	<p>1. 12th/10+2 with 50% marks/ Graduation with 50% marks from any recognized University/ College or its equivalent and English shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8% or its equivalent from any recognized Board/University.</p> <p>2. The candidate will have to qualify the test as prescribed by the competent authority including typing (with a speed of minimum 30 wpm in English/25 wpm in Hindi.</p> <p>3. Three years experience in govt./ public undertaking</p> <p><u>Desirable:</u></p> <p>1. Preference will be given to the candidates who have 2/3 years' diploma in secretarial practice/OMCA course</p> <p>2. Well versed with noting, drafting and business communication</p> <p>3. IT skills are mandatory.</p>

16. Draftsman (Civil)

1.	Name of the Post	Draftsman (Civil)
2.	Pay Matrix	Level - 6
3.	Age limit	50 Years
4.	Essential Qualification	First class Diploma in Civil Engineering or a Certificate in Civil Draftsman ship or Architecture Assistantship or equivalent awarded by the State Board of Technical Education with 50% marks and 06 (six)years' experience in an Architectural or Town Planning.

17. Staff Nurse

1.	Name of the Post	Staff Nurse
2.	Pay Matrix	Level - 6
3.	Age limit	50 Years
4.	Essential Qualification	<p>1. B.Sc. (Hons.) Nursing or B.Sc. (Post Basic) Nursing OR Diploma in General Nursing with midwife Training from recognized institute/ university with 50% marks and 03 (three) of relevant experience.</p> <p>2. A division Nurse (with midwife training) registered with Haryana Nurses Registration Council) with 5 (five)Years Experience.</p>

**18. Electrician**

1.	Name of the Post	Electrician
2.	Pay Matrix	Level 4
3.	Age limit	42 Years
4.	Essential Qualification	ITI Certificate in Electrical trade/ D. Voc/Diploma in Electrical/ B. Voc in Electrical along with two years' experience of basic knowledge of Light transmission and heavy transmission. <u>Desirable:</u> Six months' certificate of Electrician course.

19. Driver

1.	Name of the Post	Driver
2.	Pay Matrix	Level - 4
3.	Age limit	42 years
4.	Essential Qualification	1. Matriculation from a recognized board should have a heavy valid driving license, as the case may be, at least three years old. 2. Should have passed the driving test. The driving test of candidates applying for the Post of Driver will be conducted by a committee as usual. 3. He should not be colour blind. 4. He should have vision of 6"X6" with specs



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Annexure A

Selection criteria for short-listing the applications for the posts of J.E (Horticulture)/Sr. Scale Stenographer/Staff Nurse/Assistant/Personal Secretary/Game Organiser/EPBAX Assistant/Law Assistant/Hostel Supervisor/Sanitary Officer/Translator/Draftsman (Civil)/Driver/Electrician and other posts at similar pay scale.

Weight-age for written test, Eligibility test in Computer Application & Socio- Economic criteria and experience				
Tests (90)	Socio- Economic criteria			Experience
Written Test/ Skill test/ typing test etc	05 (If neither the applicant nor any person from among the applicant's family viz father, mother, spouse, brothers and sons is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Govt. of Haryana or any other State Govt. or Govt. of India)	05 (If the applicant is a widow OR if the applicant is the first or the second child and his father had died before attaining the age of 42 years OR the applicant is the first or second child and his father had died before the applicant had attained the age of 15 years)	05 (If the applicant belongs to such a de-notified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Schedule Caste nor a Backward Class)	08 (one-half (0.5) mark for each year or part thereof exceeding six months of experience, out of a maximum of 16 years, on the same or a higher post in any department/ board/ corporation/ company/ statutory body/ commission/ authority of Govt. of Haryana. No marks will be awarded for any period less than six months)
Max Marks- 10 (no applicant shall be given more than 10 marks under any circumstances)				



SHRI VISHWAKARMA SKILL UNIVERSITY

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Annexure B

Letter head of the concerned Organization

Ref No.....

Date:.....

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>