



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Plot No. 147, Sector - 44, Gurugram, E-mail: info@svsu.ac.in

Rolling Advertisement for Empanelment of Subject Matter Experts (SMEs) Advertisement No. SVSU/21/AC&D/SME/001

Shri Vishwakarma Skill University (SVSU), Dudhola, Palwal (Haryana), is India's first Government Skill University established by the Government of Haryana Act 25, 2016, which is functioning from its Transit Office Campus at Gurugram. 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 class room training.

Sri Vishwakarma Skill University (SVSU) has been recognized as Assessment and Certification Body for conducting training in NSQF compliant qualifications for which the approvals have been obtained from NSDA/NCVET vide Gazette notification no. 449 dated 05.12.2019.

The University is calling applications for empanelment of (SMEs). The applications are invited from (SMEs) for various job roles/QPs under different sectors. For details of sector wise job roles/QPs along with prescribed qualifications, experience, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in

1. **Pay and Allowances:** As per University norms
2. **Last Date to apply:** This is a **ROLLING ADVERTISEMENT** and applications are invited throughout the year.
3. **The application fee:** A DD of Rs 200/- (Two Hundred) in favour of **Registrar, Shri Vishwakarma Skill University, payable at Gurugram submitted at the time of Interview.**

Applications are invited from (SMEs) for Haryana, Chandigarh and Delhi NCR region for empanelment as SME in various Job roles/ SSC as per the details given below:

Sr. No.	Sector	Job Role	NSQF Level
1	Aerospace and Aviation	Aerospace Structural Engineer (Elective 2: Analyst)	6
2	Apparel	Assistant Fashion Designer	4
3		Fashion Designer	5
4		Hand Embroider	4
5		Sewing Machine Operator	4
6		Sampling Tailor	4
7		Self Employed Tailor	4
8		Export Assistant	4
9	Automotive	Sales Consultant (Automotive Finance)	4

10	Beauty & Wellness	Pedicurist & Manicurist	3
11	BFSI	Accounts Executive	7
12		Accounts Executive (Accounts Payable & Receivable)	7
13	Construction	Assistant Electrician	3
14		Multi Skill Technician- Fabrication	3
15	Plumbing	Plumber (General)	3
16	Electronics	Field Technician - Networking and Storage	4
17		Field Technician- Computing & Peripherals	4
18		Field Technician - Air Conditioner	4
19		Solar Panel Installation Technician	
20		Mobile Phone Hardware Repair Technician	4
21		CCTV installation technician	4
22		Field Technician - other home appliances	4
23		IT Coordinator in school	4
24	Food Industry Capacity & Skill Initiative (FICSI)	Craft Baker	4
25	Healthcare	General Duty Assistant	4
26		front line health care	3
27		Emergency Medical Technician - Basic	4
28	IT-ITES	Junior Software Developer	4
29		Domestic Data entry Operator	4
30		Domestic IT helpdesk Attendant	4
31		Associate - Desktop Publishing (DTP)	7
32	Leather	Stitching Operator (Footwear)	4
33		CAD CAM Operator (Footwear)	4
34		Cutter operator (Footwear)	4
35	Logistics	Documentation Assistant	4
36		Warehouse Packer	3
37	Management	Unarmed Security Guard	4
38	Retail	Retail Trainee Associate	3
39		Retail Sales Associate	3
40	Sports	Fitness Trainer	4
41	Telecom	Sales Executive (Broadband)	4
42		customer care executive call centre	4
43		Handset repair Engineer-II	4
44		Telecom terminal equipment application developer (Android)	4
45		Broadband Technician	4
46	Tourism & Hospitality	Front Office Associate	3
47	Capital goods	CNC operator turning	3
48	Agriculture	Floriculturist-protected cultivation	4
49		Micro Irrigation technician	4
50		Tractor operator	4

Eligibility: The Job roles wise eligibility is mentioned at **(Annexure-1)**

Eligible candidates can apply through online form <https://forms.gle/chRErHYSkXTc6UMh6>

General Instructions for Applicants applying for (Subject Matter Expert)

1. The Candidate must be a citizen of India.
2. This is a **ROLLING ADVERTISEMENT** and applications are invited throughout the year.
3. Candidates will be allowed to update their qualifications, experience and other credentials in the application throughout the year.
4. When a sizable number of applications (as decided by the authority) are received, a cutoff date will be announced on the university's website considering the requirement job role/QP-wise.
5. A notification to update the applications will be given through the university's website/email/SMS fifteen days prior to that cutoff date.
6. All qualifications and experiences will be considered up to the cutoff date and after this date, applications will be sent for scrutiny.
7. The candidates are advised to satisfy themselves about their eligibility before applying for an SME for a job role in a particular sector. A valid **(SMEs)** Certificate issued from Certifying Agency is must along with other conditions laid down for qualification and experiences in Industry/Sector Experience.
8. No TA/DA shall be paid to the candidates for attending the interview/any other assessment test.
9. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be called for interview.
10. The University reserves its right to place reasonable limits on the total number of candidates to be called for an interview. The number of such candidates will be decided by the Committee constituted by the University for the purpose.
11. Applications not accompanied with necessary/required documents, self-attested copies of degrees/certificates/mark sheets/experience certificates/category certificate/reprints (if applicable) issued by the competent authority will be considered as incomplete and rejected.
12. No enquiry in this regard will be entertained.
13. Canvassing in any form will lead to cancellation of candidature.
14. In cases of any disputes, any suit or legal proceedings against the University, the territorial jurisdiction shall be restricted to the District Court Palwal, Haryana and Punjab and Haryana High Court, Chandigarh.
15. Separate Application forms and Application Fee should be submitted if applying for more than one job role/QP/sector along with requisite details.
16. Candidates must regularly visit the university website (www.svsu.ac.in) for all the details and updates related to further processes.
17. In case of any inadvertent mistake in the process of recruitment/selection, if detected at any stage even after the issue of empanelment order. University reserves the right to modify/withdraw/cancel any communication sent to the candidates.
18. The initial period of empanelment will be for 1 year and can be extended further on the basis of performance and as per University norms.
19. Candidate must have the following: -
 - Complete knowledge of Vocational Education, Skill Development ecosystem and its stakeholders.

- In-depth knowledge and understanding of National Occupational Standards and National Qualification Framework.
- Overall sectorial and industry knowledge ability to analyze/collate demands and prepare a sustainable plan/models of skill programs/courses/work-study model and skilling framework.
- Candidates must be a **(SMEs)** of NSDC/SSC (relevant) and must have a valid certification ID.
- Candidates must have experience of assessment of NSQF aligned Job roles/QPs.
- Candidates must not be blacklisted by MSDE/NSDA/NSDC/SSC.

20. For further queries (if any) please contact: email: info.acd@svsu.ac.in

(AC &D, SVSU, Palwal)