



**Date: 22.02.2022**

**Advertisement No. SVSU/ 2022 / ACD/PB-Hiring /001**

Walk-in-Interview for Hiring of Team Leads, Junior Team Leads & Interns for **Assessment & Certification Department** on Project Basis for a duration of 2 Months.

The Walk-in- Interview for engaging of **Team Leads, Junior Team Leads & Interns** will be held as per Schedule given below:

<b>02.03.2022 at 08:30 AM (Reporting Time)</b>	<b>Venue of Interview: SVSU Gurugram, Transit Office, Plot No.147, Sector- 44 Gurugram-122003</b>
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1. Bring one self-attested Copy of relevant testimonials and certificates along with the original testimonials and certificates at the time of interview in the office of the undersigned.
2. The University reserves the right to increase/ decrease the number of posts or it may not fill the post advertised without assigning any reason.
3. No separate information of interview shall be sent. No TA/DA shall be paid by the University.
4. The final result will be uploaded on the university website: [www.svsu.ac.in](http://www.svsu.ac.in)

**(Controller of Examination)**  
**SVSU, ACD**



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

S.no	Name of the position	Eligibility	Requirement	Scope of Work	Remuneration
1.	Team Leads	Team Leads, graduate with minimum of 5 years work experience in either Industry or Academia. Excellent MS Excel Skills and experience in Data Management.	Ten(10)	<ul style="list-style-type: none"> <li>• Document Verification</li> <li>• Mapping of assessors' batch wise &amp; school wise</li> <li>• Creation of batch id</li> <li>• Coordination with the School Spocs</li> <li>• Extensive Induction of Assessors for the paper work and the IT Application</li> <li>• Resolution of on-ground queries from the assessors</li> <li>• Managing on-the – field contingencies</li> <li>• Seeking daily status updates from the assessors</li> <li>• Ensuring the data uploaded by the assessors is correct and as per the format</li> <li>• Ensuring on-time collection of documents from the on-field assessors</li> <li>• Quality check of the documents before finalizing the data and uploading to the school board portal.</li> <li>• In-voice generation of School board and assessors for the payment as per the requisites.</li> <li>• Create content for Social Media with Pics.</li> </ul>	Rs. 45,000/-
2	Junior Team Leads	Graduate with 3 years' work experience in either Industry or Academia. Excellent MS Excel Skills and experience in Data Management.	Five(05)	<ul style="list-style-type: none"> <li>• Coordination with the on-field assessors during assessments zone-wise</li> <li>• Daily reporting to the sectoral heads</li> <li>• Coordinating with the ACD helpline.</li> <li>• Assistance in data verification &amp; documentation</li> </ul>	25,000/-
3	Interns	The candidates on Internship should be pursuing graduation. MS Excel Skill Mandatory .	Five(05)	<ul style="list-style-type: none"> <li>• Assisting Team leads in various day to day transactional activities</li> <li>• Conducted tasks as assigned by TLs</li> <li>• Daily reporting and status update to TLs.</li> </ul>	Rs. 10,000/-