



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/22/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. Registration Amount:** Rs 1000/- (One Thousand) in the account as mentioned below:

Account Name	Joint Director, Assessment & Certification Department
IFSC Code	40324088561
Branch Name	SBI, Sushant Lok-1, Gurgaon

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 Skill Council	Job Role	QP Code
1	Apparel	Export Assistant	AMH/Q1601
2	Agriculture	Horticulturist - Protected Cultivation	AGR/Q1004
3	Automotive	Telecaller	ASC/Q1105
		Sales Executive-Dealership	ASC/Q1010
4	Banking- Financial Services & Insurance (BFSI)	Microfinance Executive	BSC/Q2401
5	Beauty and Wellness	Yoga Trainer	BWS/Q2203

		Assistant Hair Stylist	BWS/Q0201
6	Capital Goods	Certificate Course in CNC Turning	MSME/CCCT/55
7	Construction	Assistant Electrician	CON/Q0602
		Helper Electrician	CON/Q0601
8	Electronics and Hardware	Solar Panel Installation Technician	ELE/Q5901
9	Furniture & Fittings	General Assistant-Furniture and Fittings installation	FFS/Q2202
10	Healthcare	Panchakarma Technician	HSS/Q3601
11	IT-ITES	Certificate in Computer Applications, Business Accounting & Multi Lingual DTP	2020/ITES/NIELIT /03600
		CRM Domestic Voice	SSC/Q2210
12	Logistics	Consignment Tracking Executive	LSC/Q1121
		Inventory Clerk	LSC/Q2108
		Courier Delivery Executive	LSC/Q3023
13	Management	Office Assistant	MEP/Q0202
14	Media & Entertainment	Account Executive	MES/Q0208
		Animation Director	MES/Q1302
		Actor	MES/Q0105
		Community Journalist	MES/Q1904
		Modeller	MES/Q2501
		VFX Editor	MES/Q3501
		Social Media Executive	MES/Q0702
15	Power	Electrician Domestic Solutions	PSS/Q6001
16	Sports	Fitness Trainer	SPF/Q1102
17	Retail	Distributor Salesman	RAS/Q0604

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)

