

The University is calling applications for Hiring Team leads, and Interns for the Assessment & Certification Department on a Project Basis for a duration of 89 days from the date of empanelment. The name of the post, number of posts & eligibility details for the Team lead, and Inters positions are as follows:

S.no	Name of the position	Eligibility	No of Resources	Scope of Work	Remuneration
1.	Team Leads	<p>Graduate with a minimum of 5 years of work experience in either Industry or Academia. Excellent MS Office & Excel Skills. Ability to lead, communicate and coordinate in a project with all stakeholders. Candidate should possess a smartphone & laptop.</p> <p>Candidate may be required to travel in case of need.</p>	Fifteen (15)	<ul style="list-style-type: none"> • Lead, coordinate and communicate with stakeholders • Document Verification • Mapping of assessors' batch wise & school wise • Creation of batch ids • Coordination with the School SPOCS • Extensive Induction of Assessors for the paper work and the IT Application • Resolution of on-ground queries from the assessors • Managing on-the – field contingencies • Seeking daily status updates from the assessors • Ensuring the data uploaded by the assessors is correct and as per the format • Ensuring on-time collection of documents from the on-field assessors <p>Quality check of the documents before finalizing the data and uploading to the School board portal.</p> <ul style="list-style-type: none"> • In-voice generation of School board and assessors for the payment as per the requisites. • Create content for Social Media with Pics. • Any other tasks related to any • Project as per the need of ACD. 	<p>Rs. 60,000/-</p> <p>(Consolidated amount to be paid for the entire project.)</p>

2	Interns	Graduate or pursuing a Degree. SVSU students & alumni or candidates with 6 months of experience will be preferred. Good MS Office & Excel Skills. Ability to communicate, support, and coordinate a project with all stakeholders. Candidate should possess a smartphone & laptop. Candidate may be required to travel in case of need.	Ten (10)	<ul style="list-style-type: none"> Assisting Team leads in various day-to-day transactional activities Conduct tasks as assigned by Team Leader Daily reporting and status update to Team Leader <p>Any other tasks related to any project as per the need of ACD.</p>	Rs. 20,000/- (Consolidated amount to be paid for the entire project.)
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1. Last Date to apply: 10.01.2023

2. Registration Amount: Rs 499/- (Rupees Four Hundred Ninety Nine) in the account as mentioned below:

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

