



# Daksh

Developing Administrative  
Knowledge for Society & Humanity  
(An initiative of SVSU Skill Innovators Foundation)

**Advt. No.SVSU/2023/SIF/Daksh/AA/002**

Offline applications are invited on the prescribed application form, available on the University website i.e. [www.svsu.ac.in](http://www.svsu.ac.in) from the eligible candidates for appointment of Academic Associate on a contractual basis for a period of 6 months.

For detailed terms & conditions along with prescribed qualifications, eligibility criteria, and required experience please visit the University website [www.svsu.ac.in](http://www.svsu.ac.in)

The filled application form must be signed on each page by the applicant. Such signed copy of the application form along-with all supporting self-attested documents & a demand draft of Rs 500/- drawn in Favour of **Shri Vishwakarma Skill University** should be sent to the following address latest by **12/02/2023 upto 05:00 PM; -**

**The Coordinator (DAKSH), SVSU Skill Innovators Foundation, Shri Vishwakarma Skill University, Plot No. 147, Sector 44, Gurugram-122003 (Haryana).**



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Advt. No.SVSU/2023/SIF/Daksh/AA/002

<b>Job Title: Administrative Assistant</b>	<b>Position Title: Academic Associate</b>
<b>No of Vacancy: 01</b>	<b>Department: SVSU Skill Innovators Foundation</b>
<b>Date: Jan 31, 2023</b>	<b>Salary: 45000 Consolidated</b>

**Qualification:** Graduate/Post Graduate in any discipline.

**Experience & Desirables:**

**REQUIRED**

**(i) Minimum 5 years of administrative, office, or related experience required.**

- Excellent organizational and interpersonal skills.
- Team Player. Ability to work as part of the SSIF team and to organize, set priorities, and multitask with minimal supervision.
- Problem Solver. Exceptional analytical problem-solving, and critical thinking aptitude.
- Organizational understanding. Sensitivity to organizational dynamics.
- Must have proven ability to deal tactfully with faculty, students, and staff.
- Proficient in PowerPoint, Excel, Willing to learn new programs and software as needed.
- Must be able to work under pressure, and adapt to changes in work requirements.
- Strong writing and proofreading skills are required.
- Discretion, good judgment and the ability to maintain confidentiality are essential.

**(i) An outstanding professional, with an exceptional accomplishment established in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials, who will**

- Manage exam scheduling, grade collection, course site creation, and other matters as required
- Monitor and communicate student progress
- Develop a schedule for classes in collaboration with the faculty and technical staff.
- Develop and execute a marketing plan
- Maintain program calendar and assist with daily professional activities

**Job Role:**

- Assist in course design, lecture plan, academic activity calendar and in administering the course and grading.
- Identify and collect reading materials.
- Conduct tutorials and maintain office hours.
- Address students'/Parents' queries.
- Evaluate Class Participation.
- Aid in activities conducted for students.
- Assist faculty in preparing exam papers, test series, student progress reports etc.
- Answer, screen and refer telephone calls, respond to admissions inquiries.

In addition, this person is asked to perform other duties as needed or required



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**(Application for Recruitment on Contract Basis)**

1. Advertisement No. : \_\_\_\_\_

2. Post applied for : \_\_\_\_\_

3. Full Name : \_\_\_\_\_

4. Date of Birth : \_\_\_/\_\_\_/\_\_\_\_\_(DD/MM/YYYY)

5. Age as on..... : \_\_\_\_\_

6. Gender : \_\_\_\_\_

7. Nationality : \_\_\_\_\_

8. Aadhaar No. : \_\_\_\_\_

9. Father's Name/  
Husband's Name : \_\_\_\_\_

10. Mother's Name : \_\_\_\_\_

11. Address for  
Correspondence : \_\_\_\_\_  
\_\_\_\_\_

12. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

13. Telephone No. : Mobile \_\_\_\_\_

Landline (with STD Code) \_\_\_\_\_

E Mail \_\_\_\_\_

14. Category : \_\_\_\_\_ Gen/ SC/ST/ BC/ ESM/ Others

15. State to which you  
belong : \_\_\_\_\_

16. Details of Educational Qualification (From matriculation/ SSC onwards)

Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects

Affix Recent  
Passport  
Size  
Photograph  
Duly Singed



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\* Please attach relevant certificates.

17. Details of previous/ current employment: Give particulars below

Name of the Organization	Period of Service		Designation	Nature of duties performed	Total monthly emoluments
	From	To			

\* Additional sheet may be enclosed for any other details of experience  
Please attach your latest detailed C.V  
Please attach relevant documents in support of the above

18. State of Health : \_\_\_\_\_

19. If selected, specify the minimum : \_\_\_\_\_  
required joining time

20. Mention your knowledge in the field of computer (A separate sheet may be attached, if required)

21. Name, address and contact numbers of two references with whom the Candidates has worked/ known in the last preceding five years:

1.

2.

I hereby declare that all information given above are true, complete and correct. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement of the relevant advertisement, my candidature may be cancelled, even after my appointment.

I undertake to abide by all the terms & conditions of the University.

Date: .....

Signature of the Candidate