



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

Advertisement of Hiring Team Lead, and Interns on a Project Basis

Advertisement No. SVSU/22/AC&D/PB-Hiring/002

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 Dudhola Campus as well as Transit Office Campus at Gurugram. The University is running various Skill courses such as - Certificate, Diplomas, Degrees, Post Graduate degrees /Diplomas, Skills, Ph.D., etc. based on its dual education model, where apprenticeship/ On the Job Training (OJT) has been integrated with the classroom training.

Sri Vishwakarma Skill University (SVSU) has been recognized as Assessment and Certification Body for conducting Assessment and Certification for short-term training including 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 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 Interns positions are as follows:

S.no	Name of the position	Eligibility	No of Resources	Scope of Work	Remuneration
1.	Team Leads	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. Candidate may be required to travel in case of need.	Fifteen (15)	<ul style="list-style-type: none">Lead, coordinate and communicate with stakeholdersDocument VerificationMapping of assessors' batch wise & school wiseCreation of batch idsCoordination with the School SPOCSExtensive Induction of Assessors for the paper work and the IT ApplicationResolution of on-ground queries from the assessorsManaging on-the – field contingenciesSeeking daily status updates from the assessorsEnsuring the data uploaded by the assessors is correct and as per the formatEnsuring on-time collection of documents from the on-field assessorsQuality check of the documents before finalizing the data and uploading to the	Rs. 60,000/- (Consolidated amount to be paid for the entire project.)

				<p>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. 	
2	Interns	<p>Graduate or pursuing a Degree.</p> <p>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.</p>	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>	<p>Rs. 20,000/-</p> <p>(Consolidated amount to be paid for the entire project.)</p>

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
Account Number	40324088561
IFSC Code	SBIN0004449
Branch Name	SBI, Sushant Lok-1, Gurgaon

Eligible candidates can apply through online form <https://forms.gle/GdeHuYtVrLZzLvFJ6>

General Instructions for Applicants applying for the above posts

1. The Candidate must be a citizen of India.
2. The candidates are advised to satisfy themselves about their eligibility before applying. No refund of fee is allowed under any circumstances.
3. No TA/DA shall be paid to the candidates for attending the interview/any other assessment test.
4. The prescribed essential qualifications and experience are minimum and mere possession

- of the same does not entitle a candidate to be called for the interview.
5. 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.
 6. Applications not accompanied by 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.
 7. No enquiry in this regard will be entertained.
 8. Canvassing in any form will lead to the cancellation of candidature.
 9. In cases of any disputes or 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.
 10. Candidates must regularly visit the university website (www.svsu.ac.in) for all the details. And updates related to further processes.
 11. 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.
 12. For further queries (if any) please contact: email: info.acd@svsu.ac.in

(AC &D, SVSU, Gurugram)