



Date: 23.01.2023

Interview Schedule

For the post of Advertisement of Hiring Team Lead, and Interns on a Project Basis through Advertisement No. SVSU/22/AC&D/PB-Hiring/002 and subsequent corrigendum published on 18.01.2023.

The Interview is scheduled as per the below-mentioned date, time, and venue 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, for the candidates who have applied through the online form.

Candidates who could not apply earlier due to any reason may also appear in the scheduled interview as above as a walk-in interview along with candidates who have applied through the registration form. Walk-in candidates will have to submit the registration fee online on or before the day of the interview. No refund of the registration fee is allowed for what so ever reason under any circumstances.

SVSU students are encouraged to appear for the intern position in the walk-in interviews. No registration fee will be charged to SVSU students.

The Interviews scheduled for Team Leads and Interns will be held as per the Schedule given below:

25.01.2023 at 09:30 AM (Reporting Time)	Venue of Interview: SVSU Gurugram, Transit Office, Plot No.147, Sector- 44 Gurugram- 122003
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All candidates appearing for interview should carry with them the following:

1. Bring one self-attested Copy of all relevant testimonials and the certificates along with the original testimonials and certificates at the time of the interview.
2. All the candidates need to carry proof of registration fee submission in hard copy, bank slip/ transaction slip with them. Walk-in candidates have to submit the registration fee online on or before the day of the interview and submit the fee deposit slip at the time of document submission. No refund of the registration fee is allowed for what so ever reason under any circumstances. No registration fee will be charged to SVSU students for an intern position.
3. The University reserves the right to increase/ decrease the number of posts or it may not fill the post advertised without assigning any reason.
4. No separate information for interview shall be sent. No TA/DA shall be paid by the University.
5. The final result will be uploaded on the university website: www.svsu.ac.in

Details of the posts:

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 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 • Quality check of the documents before finalizing the data and uploading to the school board portal. • In-voice generation of School board and assessors for the payment as per the requisites. 	Rs. 60,000/- (Consolidated amount to be paid for the entire project.)

				<ul style="list-style-type: none"> • 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.</p> <p>Good MS Office & Excel Skills.</p> <p>Ability to communicate, support, and coordinate a project with all stakeholders.</p> <p>Candidate should possess a smartphone & laptop.</p> <p>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 updates to Team Leader • Any other tasks related to any project as per the need of ACD. 	<p>Rs. 20,000/-</p> <p>(Consolidated amount to be paid for the entire project.)</p>

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
Branch Name	SBI, Sushant Lok-1, Gurgaon

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 certificates/reprints (if applicable) issued by the competent authority will be considered incomplete and rejected.
7. No inquiry 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 the 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

(ACD, SVSU, Gurugram)