



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Overseas Placement Cell

Application Form

Applications are invited for Overseas Consultants / Experts for facilitating overseas employment opportunities for skilled and certified \ Workforce. The Overseas Consultants. shall be playing a pivotal role towards aggregating and fulfillment of demand from the Overseas employers and mobilizing and placing candidates. Overseas Consultants must have at least 3 years of prior sourcing and overseas placement experience. All the eligible candidates are requested to share their profiles at celloverseas@gmail.com

Scope of Work of Overseas Consultants:

I. Overseas employer demand aggregation

- (a) Organize **employer outreach events** in the destination countries
- (b) **Liaison with Overseas employers** for demand aggregation in destination countries
- (c) **Capturing the demand-** -country wise, sector wise, job role wise, salary per job role, job description and eligibility criteria etc.
- (d) **Share aggregated demand** with Overseas Placement Cell

II. Sourcing, counselling, and registration

- (a) Carry out **sourcing** of candidates
- (b) Conduct **candidate counseling** focusing on potential overseas opportunities
- (c) **Register candidates** interested on Overseas Placement Portal
- (d) Organize **mobilization drives** for sourcing the candidates
- (e) Publish the advertisements for mobilization drives after prior approval of advertisement content from SVSU
- (f) Arrangements/printing of necessary collaterals for the drives etc.

III. Recruitment facilitation

- (a) Carry out **pre-screening** of the registered candidates
- (b) Provide **venue and logistics support** for organizing recruitment drives
- (c) **Facilitate employer interviews** of the candidates (online/offline mode) and trade test (case to case basis) in collaboration with SVSU and Overseas employers
- (d) **Record interviews of the candidates** for verification of information on payments made by them for the recruitment and their sourcing channel (for a selected sample of candidates at the recruitment drives).
- (e) **Record feedback of the employers** after every recruitment drive
- (f) **Create database** of registered, shortlisted and rejected candidates after employer interviews
- (g) Collect **candidate feedback** as per the format developed by SVSU

IV. Training, assessment, and certification of candidates

- (a) Align candidates for refresher **technical training** for candidates at SVSU (need based)
- (b) **technical training will include** -Organize **departure training** (focusing on soft skills, foreign language, and culture orientation)for shortlisted candidates
- (c) Facilitate **assessment and certification of candidates** post the completion of training incollaboration with the SVSU

V. Immigration facilitation

- (a) Support in related **documentation for visa processing** of candidates

Note:

- The Overseas Placement Expert will be paid 30000 per Overhead placement.
- The rate card doesn't include the visa, travel and procurement of resident permit cost for the candidate.
- The Candidate Training, Assessment and Certification cost will be borne by SVSU.
- **Disclaimer:** The empaneled partners cannot charge anything from the candidates for mobilityfrom India to Overseas

The following cost will be borne by SVSU**Training, assessment, and certification of candidates**

- **Technical training** for candidates at SVSU (need based)
- **Technical training will include** -Organize **departure training** (focusing on soft skills, foreign language, and culture orientation)for shortlisted candidates
- **Assessment and Certification of candidates** post the completion of training

All the eligible candidates to share their profiles at celloverseas@gmail.com

Or any query WhatsApp at 78887565742

Regards

Overseas Placement Cell

