



Date:28-03-2023

Open Counselling for Short Term Programme “Housekeeping Associate”

Skill Department of Tourism and Hospitality

Time: 11:00AM

Date of Counselling: 29.03.2023

Venue: Shri Vishwakarma Skill University, Plot No.147, Sector 44, Gurugram

General Instructions for Counselling for Admissions

1. Candidate must attend the counselling physically.
2. Candidate who fails to appear as per the given schedule for counselling will not be considered for admission. No claim for seat due to late reporting or absentees will be considered.
3. The candidate must read the prospectus 2022-23 carefully before attending the counselling.
4. Any discrepancy in the provisional list may be brought into the notice of admission committee before commencement of the counselling.
5. The candidate must bring all relevant original documents in support of their educational qualifications and category as mentioned in the prospectus along with one set of attested photocopies of all the documents at the time counselling.

LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF COUNSELLING

- I. Printed Application form submitted at the time of application submission.
- II. Name of the Candidate as per the Application (Name in 10th certificate must match with the admission form).
- III. 10th certificate for Age proof, Father’s Name and Mother’s Name.
- IV. Qualifying examination (10th) pass mark sheet and certificate.
- V. Haryana domicile certificate (as per Annexure-I) (candidate whose qualifying degree is from outside Haryana and claims for Haryana resident)
- VI. SC category certificate (as per Annexure-II) if applicable (only for Haryana, consider under reservation)
- VII. BC-A/BC-B category certificate (as per Annexure-III) if applicable (only for Haryana, consider under reservation)
- VIII. Income certificate for BC-Non-Creamy layer (as per Annexure IV)
- IX. Domicile certificate (in case of J&K Migrants or Dudhola candidate)
- X. Medical certificate for Physically Dis-abled candidates (As per Annexure-V)
- XI. Medical fitness certificate (as per Annexure-VI)
- XII. Anti-ragging certificates (As per Annexure VII and VIII)
- XIII. Character Certificate from the Head of Institution last attended
- XIV. Academic Year-Gap (If any) affidavit (As per Annexure IX)
- XV. Migration Certificate (Except for Board of School Education Haryana)



- XVI. Aadhar Card (optional)
- XVII. Bank Pass Book (For SC, BC-A/BC-B/OBC/EWS Candidates only)
- XVIII. 05 recent coloured passport size photographs

The selected candidate is required to deposit Rs. 12000 at the time of admission on 29/03/2023.

Candidates will be required to deposit fee (excluding hostel fee) at the time of counselling through DD in favour of **SHRI VISHWAKARMA SKILL UNIVERSITY**, Payable at Gurugram or POS/Online at the time of counselling. (No other mode of payment would be accepted)

Program Coordinator
Dr. Himanshu Malik, Skill Assistant Professor