

SVSU SKILL INNOVATORS FOUNDATION

A section-8 company under the auspices of Shri Vishwakarma Skill University (India's 1st Govt. Skill University)

Date: 30/05/2023

Advertisement No. SVSU/23/SSIF/INCUBATION/001

Application invited for Engagement of Programme Lead, Programme Manager, Associate and Design Consultant to setup Incubation Centre

Shri Vishwakarma Skill University has formed the SVSU Skill Innovators Foundation to advance disciplines of the arts, commerce, science, research, education, sports, charity, social welfare, religion, environment protection, livelihood, or other comparable goals. For the aforementioned posts at its Incubation facility on a full-time basis for one year at the SVSU Dudhola campus in Palwal to set-up and start the project, SVSU Skill Innovators Foundation is accepting applications from qualified Indian nationals.

Sr. No.	Name of the Position	Eligibility	No of Resources	Scope of Work	Remuneration
1	Programme Lead	Post-graduate with minimum 3 years of relevant work experience Can communicate in English and Hindi languages Entrepreneurial Nature Desirable: Relationship building skills Patience and perseverance Trust, respect and empathy for others Growth mindset	01	Design and lead the programme to its desired outcomes Create and manage a small team for the successful implementation of the programme Establish systems and processes for the smooth running of the programme Build desired partnerships and collaborations with other ecosystem builders Mobilise 1 crore cumulative funds (grant/debt/equity etc.) for running the enterprises to be set up by the programme participants of the first cohort Be the main point of contact with the board and other important stakeholders Lay a transition plan for and build the capacity of the Programme Manager to become the Programme Lead Kick-start other projects and activities to create an enabling	INR 100,000 (Consolidated amount to be paid per month)

				entrepreneurial environment Help setting up Incubation centre & Enterprise development activities within university & its departments	
2	Programme Manager	<p>Postgraduate with minimum 1 years of relevant work experience or Graduate with 2 years of relevant work experience</p> <p>Can communicate in the English and Hindi language</p> <p>Entrepreneurial</p> <p>Desirable: Relationship building skills</p> <p>Patience and perseverance</p> <p>Trust, respect and empathy for others</p> <p>Growth mindset</p>	01	<p>Start-to-End implementation of the programme that will involve the outreach and selection of programme participants, onboarding the pool of experts and mentors and successful delivery of the programme</p> <p>Organise complementary training sessions and workshops</p> <p>Manage established relationships with other ecosystem builders</p> <p>Facilitate the programme participants in setting up their enterprises</p> <p>Be the main point of contact for the programme participants during and post the programme and provide them support as per their real-time needs</p> <p>Kick-start other projects and activities to create an enabling entrepreneurial environment</p>	<p>INR 50,000-60,000</p> <p>(Consolidated amount to be paid per month-based on profile, skill set and experience)</p>
3	Associate	<p>Graduate with 2 years of relevant work experience</p> <p>Can communicate in the English and Hindi language</p> <p>Entrepreneurial</p> <p>Desirable: Relationship building skills</p> <p>Patience and perseverance</p>	01	<p>Start-to-End implementation of the programme that will involve the outreach and selection of programme participants, onboarding the pool of experts and mentors and successful delivery of the programme</p> <p>Manage the Incubation centre website</p> <p>Create and run the social media channels by sharing updates and outreach posts</p> <p>Document different phases of the programme and the progress of</p>	<p>INR 30,000-40,000</p> <p>(Consolidated amount to be paid per month-based on profile, skill set and experience)</p>

		Trust, respect and empathy for others Growth mindset		individual enterprises to be set up by the programme participants in pictures, videos and text formats Create an Impact Assessment Report and Booklet for all the programme participants Run other projects and activities to create an enabling entrepreneurial environment	
4	Design Consultant	Graduation/Post-Graduation in Design or similar course Can Communicate in the English and Hindi language Entrepreneurial Desirable: Relationship building skills Patience and perseverance Trust, respect and empathy for others Growth mindset Engagement Hybrid and part-time basis for one year	01	Create brand guidelines for the Incubation centre Build and manage the Incubation centre website Design communication material including creatives and videos for social media for different programmes, projects, activities and events Curate and deliver 2-weeks long Design Thinking module to the course participants Guide the course participants in their design and branding efforts Design Impact Report and Case Study Booklet for all the course participants	INR 30,000 (Consolidated amount to be paid per month)

Additional Incentives:

- Work directly with the founding team of the Incubation Centre
- A flat organization with no hierarchy structure
- Get cross-functional exposure

All the applicants required to submit a non-refundable registration fee of INR 750 for Sr. No. 1-2 and INR 500 for Sr. No. 3-4, in favor of SVSU SKILL INNOVATORS FOUNDATION, as per the detail mentioned below:

Account Name	SVSU SKILL INNOVATORS FOUNDATION
Account Number	99931000010000
IFSC code	HDFC0004762
Branch Name	HDFC Bank Ltd. Dudhola Chowk, Near GT Road, NH-2, Pirthla, Palwal

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 based on experience in the desired field
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. The university reserves the right to withdraw the advertisement at any stage without justification.
9. Canvassing in any form will lead to the cancellation of candidature.
10. 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.
11. Candidates must regularly visit the university website (www.svsu.ac.in) for all the details. And updates related to further processes. No separate communication will be made by the university.
12. 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.

For further queries (if any) please contact: email: ssif@svsu.ac.in

Tenure: Initially for One year

Eligible Professionals may submit their applications by June 15, 2023, at 05:00 p.m. with complete resume and all supporting documents to "The Joint Director, SVSU Skill Innovators Foundation, Plot No-147, Sector-44, Gurugram, Haryana-122003 with subject "**Application for the post of _____**" on the top of the envelop.

Joint Director
SVSU Skill Innovators Foundation

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(Application for Recruitment on Project Basis)

Affix Recent
Passport
Size
Photograph
Duly Singed

1. Advertisement No. : _____
2. Post applied for : _____
3. Full Name : _____
(in Blocks)
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

* Please attach relevant certificates.

17. Details of previous/ current employment/ Own start-up/ Start-up experience: 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 joining time : _____ required

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

Name of the Candidate