



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Date: 05/05/2023

Advertisement of Hiring Field Managers for Assessment & Certification Department projects.

Advertisement No. SVSU/23/AC&D/PB-Hiring/001

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

Offline applications are invited on the prescribed application form, available on the University website i.e. www.svsu.ac.in from the eligible candidates for appointment to the following posts as under on project basis for 89 days initially from the date of empanelment. The contract will be renewed on the basis of performance. The last date for submission of the applications, along with enclosures is 26/05/2023 up to 05:00 PM

Post Code	Name of the Post	Remuneration/Salary	No. of posts & Category
01	Field Managers	Consolidated Salary – Rs. 35,000/- pm (On Project Basis)	Four (04) – UR

Abbreviations: UR- Un-Reserved, pm – per month

For detailed terms & conditions along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in

The filled application form must be signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents should be sent at the following address latest by 26/05/2023 **up to 05:00 PM**; -

The Joint Director (Assessment & Certification Department), Shri Vishwakarma Skill University, Plot No. 147, Sector 44, Gurugram-122003 (Haryana).

(AC&D, SVSU)



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Eligibility and Qualification/ Experience for the Post

S.no	Name of the position	Eligibility	Requirement	Scope of Work	Remuneration
1.	Field Managers	<ul style="list-style-type: none">• Any Graduate with 5 years of experience in either Industry or Academia.• Knowledge of Hindi / Sanskrit up to Matric standard or higher education.• Excellent MS Excel Skills and experience in Data Management	Four (04)	<ol style="list-style-type: none">1. Managing trainings by maintaining records of trainees and trainers, conducting field visits for continuous monitoring of training and as well as keeping track of the AEBAS record of the trainees.2. Encouraging affiliated institutes to achieve enrollment targets. However, it is important to ensure that such targets are achievable and that they do not compromise the quality of education being provided.3. Managing overall projects of ACD.4. Create content for Social Media with Pics.	Rs. 35,000/- (On Project Basis)

1. **Last Date to apply:** 26.05.2023

2. **Registration Amount:** A DD of Rs 350/- (Three Hundred Fifty Only) in favour of Joint Director, Assessment & Certification Department, Shri Vishwakarma Skill University, payable at Gurugram



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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: 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 required joining time : _____

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