



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref.no.SVSU/23/AC&D/078

Date:15.06.2023

## Walk – in- Interview for the empanelment of Overseas Consultants / Experts Advertisement No.SVSU/23/AC&D/ PB-Hiring/003

Shri Vishwakarma Skill University is seeking candidates for the role of Overseas Consultants / Experts. Their primary responsibility will be to facilitate employment opportunities abroad for the skilled and certified workforce. As Overseas Consultants, they will play a crucial role in gathering and meeting the demands of Overseas employers, as well as mobilizing and placing suitable candidates.

Walk-in-interview is scheduled on 26.06.2023 at Shri Vishwakarma Skill University, Transit Campus Plot No. 147, Sector- 44, Gurugram, Haryana, Reporting Time - 11:00 AM

### Eligibility and Qualification for Overseas Consultants/Experts: -

S.no	Position	Key Qualification	Key Responsibilities/Scope of work	Remuneration
1.	Overseas Consultant/Experts	<ol style="list-style-type: none"><li>1. Master's Degree with at least 55% in any discipline.</li><li>2. Minimum 05 years of overall experience in overseas Placement</li></ol>	<ol style="list-style-type: none"><li><b>1. Overseas employer demand aggregation</b><ul style="list-style-type: none"><li>• Organize employer outreach events in the destination countries.</li><li>• Liaison with Overseas employers for demand aggregation in destination countries.</li><li>• Capturing the demand- - country-wise, sector-wise, job role-wise, salary per job role, job description and eligibility criteria, etc.</li><li>• Share aggregated demand with Overseas Placement Cell.</li></ul></li><li><b>2. Sourcing, counseling, and registration</b><ul style="list-style-type: none"><li>• Carry out sourcing of candidates.</li><li>• Conduct candidate counseling focusing on potential overseas opportunities.</li><li>• Register candidates interested on Overseas Placement Portal.</li><li>• Organize mobilization drives for sourcing the candidates.</li><li>• Publish the advertisements for mobilization drives after prior approval of advertisement content from SVSU.</li></ul></li></ol>	<ol style="list-style-type: none"><li>1. The Overseas Placement Expert will be paid <b>Rs. 30,000</b> per placement</li></ol>

			<ul style="list-style-type: none"> <li>• Arrangements/printing of necessary collaterals for the drives etc.</li> </ul> <p><b>3. Recruitment facilitation</b></p> <ul style="list-style-type: none"> <li>• Carry out pre-screening of the registered candidates</li> <li>• Provide venue and logistics support for organizing recruitment drives.</li> <li>• Facilitate employer interviews of the candidates (online/offline mode) and trade test (case to case basis) in collaboration with SVSU and Overseas employers.</li> <li>• 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).</li> <li>• Record feedback of the employers after every recruitment drive.</li> <li>• Create database of registered, shortlisted and rejected candidates after employer interviews.</li> <li>• Collect candidate feedback as per the format developed by SVSU.</li> </ul> <p><b>4. Immigration facilitation</b></p> <ul style="list-style-type: none"> <li>• Support in related documentation for visa processing of candidates.</li> </ul> <p><b>5. Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• All the employment opportunities must comply with the Mistry of External Affairs guidelines for Overseas Placement</li> <li>• Consultant for Overseas placement has to design &amp; develop social media content for mobilization &amp; other activities.</li> </ul>	
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- **Disclaimer:** The empaneled partners cannot charge anything from the candidates for mobility from India to Overseas

**Note:**

1. Candidates are required to bring CV along with one self-attested Copy of relevant testimonials and certificates along with the original testimonials and certificates at the time of the interview.
2. No claim for extension of the empanelment shall be entertained under any circumstances.
3. Performance shall be the key criterion for the empanelment. In case of Non- Performance during the empanelment, University reserves the right to terminate the empanelment at any stage of the time without assigning any reason.
4. No TA/DA shall be paid for attending the interviews.

**(AC&D, SVSU)**