



SHRI VISHWAKARMA SKILL UNIVERSITY

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

RECRUITMENT NOTICE

Advt. No. SVSU/ 2023/ Estt. / NT/ Deputation - 001

Applications are invited from the eligible and interested candidates working on regular basis in Central/State Universities/ Institutes/ Central & State Govt. Departments/ Semi-Govt. Departments/ PSUs for appointment on the post of Senior Scale Stenographer, Personal Secretary, Assistant, Steno-Typist, Clerk and Peon **on deputation basis** as per standard terms & conditions of the Haryana State Govt. The applications along with all documents duly self-attested should reach through proper channel on or before **25.10.2023** up to 05:00 P.M. through Speed/Regd. Post or By Hand at the address: -

“The Assistant Registrar (Establishment), Administrative Block, Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana – 121102.

Applications received through email or after the last date due to postal delay or any other reasons will not be considered. For details please visit the University website www.svsu.ac.in. Any type of addendum/corrigendum, if any, will be uploaded on university website only. No communication will be made separately to any applicant.

Dated: 05.10.2023

REGISTRAR



SHRI VISHWAKARMA SKILL UNIVERSITY

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

SVSU/ 2023/ Estt. / E-5225/ 2844

Dated: 05.10.2023

Advt. No. SVSU/ 2023/ Estt. / NT/ Deputation/ 001

Applications are invited from the eligible and interested candidates working on regular basis in Central/State Universities/Institutes/ Central & State Govt. Departments/Semi-Govt. Departments/PSUs for appointment on the following non-teaching posts on deputation basis as per standard terms & conditions of the Haryana State Govt:

Sr.No.	Name of the post	Pay Level	No. of posts	Eligibility condition
1	Senior Scale Stenographer	FPL - 06	03	Candidate already holding same post in same pay level or analogous post
2	Personal Secretary	FPL - 06	02	
3	Assistant	FPL - 06	01	
4	Steno-Typist	FPL - 02	02	
5	Clerk	FPL - 02	06	
6	Peon	FPL - DL	05	

The applications along with required certificate of employer & copies of all documents duly self-attested should reach through proper channel on or before **25.10.2023** up to 05:00 P.M. through Speed/Regd. Post or By Hand at the address "The Assistant Registrar (Establishment), Administrative Block, Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana – 121102. Applications received through email or after the last date due to postal delay or any other reasons will not be considered. For details please visit the University website www.svsu.ac.in

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REGISTRAR

Copy to: -

- The In-charge, IT Cell, SVSU for uploading on University Website.
- OSD to VC (for information)
- PA to Registrar (for information)



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General instructions:

1. Please read the instructions and procedures carefully before you start filling the Application Form.
2. Candidates can apply separately for more than one post as per their qualifications.
3. Candidates are advised to fill all details of their application form carefully such as Name, Father's/ Mother's name, Date of Birth, Category, qualifications, marks obtained, year of passing, photo & signature, etc. After submission of application form, no change will be allowed. Candidate will be responsible for any mistake. No correspondence will be entertained in this regard.
4. The University reserve right to conduct any test for shortlisting of candidates for Scrutiny/interview.
5. No TA/DA shall be paid by the University for any test/scrutiny/interview.
6. The decision of the University in all matters relating to acceptance or rejection of any application, eligibility/suitability of the candidates, criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
7. The vacancy shown in advertisement is tentative and may increase or decrease at the discretion of the University at the time of selection. The University reserves the right not to fill any of the posts advertised without assigning any reason.
8. If on verification at any stage starting from submitting application till appointment on deputation basis, it is found that any candidate does not fulfil any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
9. Qualifications/eligibility conditions and other documents will be determined with regard to last date fixed to apply for the post as given in the Advertisement. The candidate who does not fulfill the qualifications/eligibility conditions on cutoff date need not apply.
10. The selection on deputation shall be on temporary basis for a period of one years or till vacancy is filled on regular basis whichever is earlier. Provided that the University reserve right to repatriate any such employee at any stage without assigning any reason.
11. The reservation policy as formulated/notified by the State Govt. of Haryana from time to time will be followed.
12. Following certificates shall be given by the employer/head of office/forwarding authority while forwarding the application form alongwith required documents of faculty teacher concerned:
 - i. There is no vigilance case/departmental proceedings/ court case pending/contemplated against him/her.
 - ii. His/her complete ACRs for the last 10/available years duly attested by an authorized officer are enclosed.
 - iii. His/her Integrity is beyond doubt.
 - iv. No major/minor penalties imposed on him/her during the last 10 years/ since his/her joining.

13. DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM

- i. Self-attested photo copy of Matric showing Date of Birth.
- ii. Self-attested photo copy of essential qualifications and above/diploma/degree should be attached with the application form.
- iii. Self-attested photo copy of Experience Certificate issued by the concerned Appointing Authority.
- iv. Any other document, if required, to be attached at the time of submitting of application form.
- v. One copy of latest coloured passport size photograph duly self-attested should be pasted on the application form.

14. DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/INTERVIEW

- i. All original certificates/documents/testimonials of educational qualifications and other documents mentioned above and one set of self-attested copies of all these certificates.
- ii. Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card/Aadhaar Card etc.

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Application form for the non-teaching posts on deputation basis

Name of the Post applied for: _____

1	Name Designation held and Office Address	
2	Date of Birth	
3	(i) Date of entry into service in present office/institute/deptt. etc.	
	(ii) Mode of appointment (Direct/Absorption/Transfer) in present employment	
	(iii) Category under which appointed in present department.	
	(iii) Pay Level/Pay Scale in the present employment	
	(iv) Date of retirement under present employment	
4	Educational qualifications	

5. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/ Institution	Post held on regular basis	From	To	Pay Level / Pay Scale with GP

6. Additional Information in any relevant to the post applied for: -

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I have carefully gone through the advertisement and I am well aware that the information furnished by me duly supported by the documents in respect of eligibility conditions for the post applied for submitted by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date -

(Signature of the Candidate)

Address: _____

Contact No. _____

Email Id _____

Certification by the Employer

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records.
2. He/ She possesses educational qualifications and experience mentioned in the vacancy Circular.
3. If selected, he/she will be relieved immediately.
4. **Also certified that:**
 - i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
 - ii. His/ Her integrity is beyond the doubt.
 - iii. His/ Her photocopies of the ACRs for the last 5 years/since his or her joining duly attested by authorized officer are enclosed.
 - iv. No major/minor penalty has been imposed on him/her during the last 10 years or since his/her joining. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

REGISTRAR / Authorized Signatory.