



SHRI VISHWAKARMA SKILL UNIVERSITY

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

RECRUITMENT NOTICE

Advt. No. SVSU/ 2023/ Estt. / NT/ Contractual/ 014

Applications are invited from the eligible and interested candidates for appointment on the post of Library Attendant and Laboratory Attendant/ MTS **on purely contractual basis** initially for six months only or till the regular incumbent joins, whichever is earlier. The applications along with all documents duly self-attested should reach on or before **03.11.2023** 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: 19.10.2023

REGISTRAR



SHRI VISHWAKARMA SKILL UNIVERSITY

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Dated: 19.10.2023

Advt. No. SVSU/ 2023/ Estt. / NT/ Contractual/ 014

Applications are invited from the eligible and interested candidates for appointment on the following non-teaching posts on purely contractual basis for six months only:

Sr. No.	Name of the post	Pay Level	No. of posts	Eligibility condition
1	Library Attendant	Consolidated pay of rupees 19,900/- per month	01 - UR	1) 12 th Class pass from recognized Board. 2) Certificate/ Diploma in Library Science 3) Knowledge of Hindi/ Sanskrit up to Matric or Higher level.
2	Laboratory Attendant/ MTS	Consolidated pay of rupees 16,900/- per month	04 – UR 01 – EWS 01 – BCA 01 – BCB 02 – SC 01 – GEN (ESM) Total - 10	1) 12 th Class pass with Science. OR 1) 12 th pass with vocational certificate in IT/ ITES, Retail, Agriculture, Automotive, Tourism and Hospitality. OR 1) 10 th Class with ITI in COPA, Mechanic, Welder, Electronics, Electrician, Machinist, Auto Mechanic. 2) Knowledge of Hindi/ Sanskrit up to Matric or Higher level.

The applications along with copies of all documents duly self-attested should reach on or before **03.11.2023** 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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Copy to: -

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

General instructions:

1. Please read the instructions and procedures carefully before you start filling the Application Form.
2. The candidate must be citizen of India.
3. Knowledge of Hindi/ Sanskrit up to matric level is essential.
4. Candidates can apply separately for more than one post as per their qualifications with separate application fees.
5. 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.
6. All qualifications must be attained from recognized Board/ Universities/ Institutes. The candidates who have obtained qualifications from any Board/ University/ Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the post advertised.
7. If a Grade Point System is adopted the CGPA will be converted into equivalent marks along with application form.
8. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for written test/ skill test etc.
9. University may conduct written test/ skill test for shortlisting candidates if required.
10. As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 10.06.2015, the degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.
11. Applications not supported with required application fee, self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard.
12. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
13. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of Interview and the reason for not being called for Interview.
14. No TA/DA shall be paid by the University for selection stages such as written tests, document verification etc.
15. 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.
16. 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 and the advertisement may be withdrawn.
17. If on verification at any stage starting from submitting application till appointment on contract 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 for criminally prosecution. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
 18. 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.
 19. The selection on posts shall be on purely contractual basis for a period of six months or till vacancy is filled on regular basis whichever is earlier. However, the period can be extended further, subject to the satisfactory work and conduct & as per the requirement of the University.
 20. The Contractual Staff will not be given the benefits of allowances and other benefits as admissible to regular employees and no claim for regularization shall be entertained.
 21. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing the appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regards.
 22. Candidates are advised to visit the University website at regular intervals for updates & no personal communication will be sent.
 23. The age of applicants shall be considered as on the last date of application and age shall not be below 18 years and not more than 42 years for General category candidates & relaxation in age to candidates of other categories will be given as per the latest guidelines of Government of Haryana.
 24. Reservation shall be applicable as per the State of Govt of Haryana norms and applicants are required to enclose the applicable certificates in prescribed format along with the application to claim the benefit of reservation.
 25. The candidates are required to deposit the fee as mentioned below in the form of demand draft in favor of Registrar, Shri Vishwakarma Skill University.
 - (a) For General Category – Rs. 500/-
 - (b) For SC/ BC-A/ BC-B/ ESM/ EWS/ Female - Rs. 125/-
 - (c) Persons with disabilities – Exempted from fee.
 26. The candidates belonging to the category of PH (PWD i.e. Person with Disabilities) will be enclose necessary certificates with their application form from a Competent Authority in support of their claim of Disability. All such certificates should clearly mention the type of disabilities as defined in the Govt. letter dated 25.04.2018.

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Application form for the non-teaching posts on Contract Basis

Name of the Post applied for: _____

1	Name	
2	Father's Name	
3	Mother's Name	
4	Date of Birth	
5	Age as on late date	
6	Category	
7	Mobile No.	
8	Email Id	
9	Permanent Address	
10	Correspondence Address	

10	Fee Details	
11	Whether knowledge of Hindi/ Sanskrit up to Matric Level (Yes/ No)	

11. Details of Educational Qualifications, in chronological order

Exam passed	Stream/ Area/ Subject	Name of Board	Passing Year	Marks Obtained	Total Marks	Percentage
10 th						
12 th						
Certificate/ Diploma/ etc.						
Any other						

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

Office/ Institution	Type of employment (Regular/ Contractual/ etc.)	From	To	Pay Level /Pay Scale with GP

13. 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 _____