



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

**Date: 15/12/2023**

**Advt. No. SVSU/ 2023/ Estt. / Cont./022**

Offline applications are invited on the prescribed application form, available on the University website i.e. [www.svsu.ac.in](http://www.svsu.ac.in) from the eligible candidates for appointment to the following posts as under on contractual basis for 03 years. The last date for submission of the applications, along with enclosures is 05/01/2024.

Sr. No.	Name of the Post	Remuneration/Salary	No. of posts & Category
01	Sr. Skill Coordinator	Consolidated Salary – Rs. 48,600/- pm	One (01) - 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](http://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 05/01/2024: -

**“The Assistant Registrar (Estt.), Shri Vishwakarma Skill University, Administration Block, Dudhola, Palwal, Haryana-121102”.**

**-Sd-  
REGISTRAR**

**General Terms & Conditions (For all the posts)**

1. The candidate must be citizen of India.
2. The application fees for the application is as under: -
  - **For General category - Rs. 1000/-**
  - **Others - Rs. 250/ (Scheduled Castes/ Backward Classes/ Ex-Service Men/ Women/ /EWS)**
  - **Physically Disabled - Exempted from fees**
3. The candidates belonging to the category of PH (PwD i.e. Person with Disabilities) will 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
4. The appointment shall also subject to directions issued by the Government of Haryana time to time regarding contractual appointment & no claim of regularisation/extension of contract shall be entertained.

5. The Application fee to be paid through demand draft from any commercial bank in favor of **Registrar, Shri Vishwakarma Skill University, Payable at Gurugram.**
6. Separate application form is required to be submitted offline for each post with prescribed fee.
7. Knowledge of Hindi/Sanskrit up to matric level is essential.
8. The required qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application.
9. 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. Qualifications obtained through distance mode are not admissible for teaching posts in science and technology.
10. If a Grade Point System is adopted the CGPA will be converted into equivalent marks. Provide the relevant document of conversion of CGPA into equivalent marks along with application form.
11. 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/ teaching skill/ interview.
12. University may conduct written test/ skill test for shortlisting candidates if required.
13. The vacancy shown in advertisement is indicative and may increase or decrease at the discretion of the University at the time of selection. The University reserves the right not to fill the post advertised without assigning any reason.
14. No TA/DA is payable for attending any test/ interview.
15. 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.
16. Application 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.
17. The period of experience wherever prescribed shall be counted only after obtaining the prescribed essential qualification. The experience certificate in support of the experience wherever prescribed should clearly reveal about the period of work, designation with pay scale/ pay band with grade pay/ pay level. The certificate must be supported with salary slip/PF statement/ Form 16/ Bank Statement or any other valid proof of salary paid as claimed in the certificate.
18. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
19. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
20. 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.
21. A candidate found ineligible at any stage of selection/ norms his/ her candidature will summarily be cancelled.
22. For all posts/positions which are sub-judice before Hon'ble Court through Writ Petitions, the final selection will be as per the final outcome of Writ Petitions.
23. Kindly note that merely appearing in an interview shall not confirm any right of appointment/selection.
24. The contractual faculty will not be given the benefits of allowances, provision and gratuity etc as admissible to regular teachers.
25. 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.

26. 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 by the last date: -

**Last date to apply – 05/01/2024**

**“The Assistant Registrar (Estt.), Shri Vishwakarma Skill University, Administration Block, Dudhola, Palwal, Haryana-121102”.**

**Note: - The candidates who have already applied for the post Senior Skill Coordinator through earlier advertisement i.e. SVSU/2023/Estt./Cont./011 dated 25/09/2023 need to apply afresh for the recruitment of the said Post, however the applicants who had applied against the aforesaid advertisement shall be exempted from Application Fees on mentioning/furnishing the complete details of previous application."**

**Eligibility and Qualification/ Experience for Posts**

S. No	Name of Post(s) / mode of recruitment	No. of Post(s)	Consolidated Salary	Qualification/ Experience	Desirable
01.	Senior Skill Coordinator (Contract)	01	48600/-	(1) Master's Degree with at least 55% of the marks along with Good Academic Record from a recognized university  (2) At least 5 years of experience around content and curriculum development in domain viz. banking & finance and IT & ITES. Proficiency to impart effective sales training skills  i) Expertise in imparting training including soft skills, English communication skills and human resource development.  3) Knowledge of Hindi/Sanskrit up to Matric	a) Ability to understand skill effectiveness methodology and enhancement mechanism  b) Knowledge of handling classroom, student and overall learning management



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## (Application for Recruitment on Contract Basis)

Affix Recent  
Passport  
Size  
Photograph  
Duly Signed

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