



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

**Date: 19.11.2023**

## **Advertisement No. SVSU/2023/Estt./NT A&B/021**

Shri Vishwakarma Skill University (SVSU) is India's first Government Skill University established by the Government of Haryana and have its permanent campus at Dudhola, Palwal.

Offline applications are invited from eligible applicants for appointment for Post of Controller of Examinations on Deputation basis from **20.11.2023 to 10.12.2023**. For detail of posts along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website [www.svsu.ac.in](http://www.svsu.ac.in).

Sr.	Name of Post	No. of Posts	Mode of Appointment
1	Controller of Examinations	01 (UR)	Deputation

Applicants desirous to apply for the advertised post are required to send the filled in application form along-with application fees and all the supporting self-attested documents in the sealed envelope (mentioning "Application for the post of ..... on the top of Envelope) to the following address by closing date 10.12.2023 (Up to 5.00 PM) .

"The Assistant Registrar (Esttb.),  
2<sup>nd</sup> Floor, Establishment Branch, Admn.Block  
Shri Vishwakarma Skill University,  
Village-Dudhola, Palwal,  
Haryana- 121102"

(REGISTRAR)

The detailed instructions are available on University website at [www.svsu.ac.in](http://www.svsu.ac.in)

### Instructions to the Applicants

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications will be preferred.
3. Knowledge of Hindi/Sanskrit up to metric level is essential for all posts.
4. The eligibility conditions including age, qualification and experience etc are as prescribed in Table-1. The eligibility shall be determined as on the last date of receipt of application.
5. All qualifications must be 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. If a Grade Point System is adopted the CGPA will be converted into equivalent marks and the application conversion certificate need to be enclosed with the application.
6. Bachelor of vocation (B. Voc) and Master of Vocation (M. Voc) will be recognized qualification for all such posts where the eligibility criteria is Bachelor degree/Master degree in any discipline.
7. 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 as per the attached format (Annexure C). The certificate must be supported with PF statement/ Form 16/ Bank Statement or any other valid proof of salary paid as claimed in the certificate.
8. The University reserves the right not to fill any of the posts advertised without assigning any reason.
9. All the documents to be attached with the application should be self-attested with page & details of enclosed documents should be specified otherwise the candidates will be responsible for misplace/loss of any enclosed documents.
10. Relaxation of 5% marks in qualifying examination to be allowed to candidates of SC/ST/PWD category candidates.
11. Relaxation in age shall be applicable as per the state Govt of Haryana norms.
12. The prescribed essential qualifications are bare minimum and mere possession of the same does not entitle a candidate to be shortlisted for further processing of selection. Where the number of applications received in response to the advertisement is large and it will not be feasible for the University to consider all applicants, the University reserves the right to restrict the number of applications

for further selection process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed or by holding screening/written test or any other method as may be devised by the University i.e that is the preview of university and decision of university shall be final. Candidates to be called for interview in a ratio of 1:15 for the first post and 2:25,3:30 and five candidates will be added for further additional posts.

13. The University may conduct any kind of written test and/ or skill test for any/ all posts advertised and only those who qualify the said test(s) will be considered for further process of selection. The qualifying percentage in such test(s) is fixed at 40% (38% for SC/ST/PWD category post). Only qualified candidates would be considered for further short listing of applicants to be called for Documents Verification/Interviews prescribed in selection criteria for shortlisting of applications given at Annexure A. The structure and syllabus of the screening /written test/skill test will be uploaded on the University website.
14. It is the responsibility of the candidate to ascertain his/her own eligibility for the post which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification.
15. The applicant should satisfy him/herself about the eligibility before applying for respective post (s). All the applicants may be called for written/skill Test without determining their eligibility and the eligibility of only such applicants who qualify such written and/or skill test will be determined by the University.
16. Reservation shall be applicable as per the State of Govt of Haryana norms and applicants are required to enclosed the applicable certificates in prescribed format along with the application to claim the benefit of reservation.
17. (a) The benefit of reservation will be given only to those SC/ BC-A/ BC-B, PWD, and ESM/ DESM or ESP applicants who are domicile of State of Haryana. The Eligible Sports Persons shall be required to produce the Sports Certificate as per Govt. Notification dated 25.05.2018 & 15.11.2018 duly issued by the Competent Authority.
- (b) The applicants seeking reservation under a particular category e.g. SC/ BC-A & BCB etc. are required to submit the requisite Certificate issued by the Competent Authority from Parental Side only. In case of women candidates, Certificate from in- laws (Husband's side) will not be entertained.

Note- (i) The applicants of reserved categories of Haryana for which no post is available/reserved, can apply for the posts in General Category, if he/she fulfils all the

eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants. (ii) The reserved category applicants of other States will be considered only for General Category Posts. Such applicants should fulfil all the eligibility conditions as meant for General Category applicants.

18. EWS certificate on prescribed Performa should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 1222/12/2019-IGS-III, dated 25.02.2019. The EWS certificate should be issued after 31.03.2023 and valid for the year 2023-24. EWS certificate issued for jobs in central govt. will not be considered irrespective of income mentioned in certificate. If a candidate fails to submit certificate as per above requirement, then he/she shall be considered under Un-reserved category.
19. Concealment of facts or supply of wrong information will result in cancellation of application at any time in addition to legal action.
20. No change / modification in the application will be allowed after submission of application form. No correspondence/email/ phone will have entertained in this regard.
21. 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.
22. All disputes will be subject to jurisdiction of Palwal Court only.
23. Fees: - The fee should be paid in form of Demand Draft(DD) in favour of "Registrar, Shri Vishwakarma Skill University" payable at Gurugram. The category wise fee details are as under:
  - (a) For General Category -Rs. 1000/-
  - (b) For SC/BC-A/B/ESM/EWS/Female - Rs. 250/-
  - (c) Person with Disabilities - Exempted from feeThe fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection of University.
24. The PWD (Persons with Disabilities) Category applicants will have to enclose requisite certificate issued from the Competent Authority. Any such certificate should clearly mention the type of Disability as defined in the Govt. letter dated 25.04. 2018. The candidates claiming benefit/ reservation under ESM/ ESP i.e. Eligible Sports Person/ PWD i.e. Person with Disabilities category of Haryana are also required to also fill their respective category i.e. General/ SC/ BC- 'A'/ BC- 'B' to which they belong.

25. In case of inadvertent mistake in the process of selection, which may be detected at any stage even after issuing the appointment letter, the University reserved the right to modify/withdraw/cancel any communication made to the applicant in this regards.
26. The applicants, who are in employment in Government/Semi-Govt./PSU service should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of interview, otherwise their application will not be entertained. (Annexure A)
27. The applicants 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.
28. Any applicant found ineligible at any stage, his/her application will summarily be cancelled/rejected.
29. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected. In case, the candidates fail to attach self-attested copies of testimonials, their application would not be considered.
30. Canvassing in any form will be treated as disqualification.
31. No TA/DA is payable for appearing in the Test/Document Verification/Interview.
32.
  - i) Candidates already working in Central/ State Govt. Universities/ Institutions etc. and fulfil the eligibility criteria for the posts notified in this advertisement are only eligible for consideration of application under deputation.
  - ii) A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of written test or interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer. (Annexure A & B)
  - iii) The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
  - iv) The period of Deputation will be for initially for a period of one year extended up to 03 years. Provided that the University reserves the right to repatriate any such employee at any stage without assigning any reason.

v)The terms and conditions of deputation will be as per the rules of the State govt. of Haryana & decided by the University.

34. How to Apply:

The filled application form must be signed on each page by the applicant. Hard copy of filled application form along-with application fees & all supporting self attested documents in the sealed envelope (mentioning "Application for the post of ..... on the top of Envelope) should be sent at the following address on and before **10.12.2023 (up to 5.00PM)**

"The Assistant Registrar (Esttb.),  
2<sup>nd</sup> Floor, Establishment Branch, Admn.Block  
Shri Vishwakarma Skill University,  
Village-Dudhola, Palwal, Haryana-  
121102"

The application received through Email or after closing date and time due to postal delay or any other reasons shall be rejected and will not be considered.

(REGISTRAR)

Table 1: Eligibility Criteria

1. Controller of Examination(COE)

1.	Name of the Post	Controller of Examination(COE)
2.	Pay Matrix	FPL-14
3.	Age limit	55 Years
4.	Essential Qualification	<p>1) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2) At least 15 years of experience as Assistant Professor in the Academic Level 12 and above including Associate Professor along with experience in educational administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 Years should be as Deputy Registrar or an equivalent post.</p> <p>3) Knowledge of English &amp; Hindi/Sanskrit up to Matric or higher level.</p>

Letter head of the concerned Organization

No.

Date:

NO OBJECTION CERTIFICATE

This is to certify that Mr./Mrs/Ms..... has been working in this Institute/Organization..... w.e.f ..... on the post of ..... in the Functional Pay Level(FPL) .....This institute has no objection to him applying for the post of ..... in Shri Vishwakarma Skill University. In the event of his selection to the post applied for, he will be relieved from the Institute.

This issues with the approval of Competent Authority.

\_\_\_\_\_  
(Signature)

(Head of the Institute/Organization)

Seal: Designation : \_\_\_\_\_

Address: \_\_\_\_\_



Letter Head of the Concerned Organization

No.

Date:

CERTIFICATE OF THE EMPLOYER

Certify that the particulars furnished by Sh./Smt..... are correct and he/she possess educational qualifications and experience mentioned in the Advertisement.

Also certified that

1. There is no vigilance case is pending/contemplated against him/her.
2. His/her complete CR dossier/ACRs for last five years are enclosed
3. His/Her integrity is beyond doubt
4. No major/minor penalties have been imposed on him during the last five years.
5. List of major/minor penalties have been imposed on him during the last five years are enclosed.
6. His/Her conduct report is enclosed.

Signature..... Name &  
Designation.....  
Office Seal.....