



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Village- Dudhola, District- Palwal, E-mail: info@svsu.ac.in

Advertisement of Empanelment of Trainers for Training Associates of SVSU

Advertisement No. SVSU/24/AC&D/PB-Hiring/002

Shri Vishwakarma Skill University (SVSU), Dudhola, Palwal (Haryana), is India's first Government Skill University established by the Government of Haryana Act 25, 2016.

Offline applications are invited on the prescribed application form, available on the University website i.e. www.svsu.ac.in from the eligible candidates for empanelment as Trainers for following Sectors:

Post Code	Sector	Job Role
01	IT/ITes Sector	Data Entry operator

For detailed terms & conditions along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in

Duly 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 must reach at the following address latest by 17.01.2024 up to 05:00 PM;

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The Assistant Registrar (ACD), Shri Vishwakarma Skill University, Village-Dudhola, District Palwal-121102 (Haryana).

(Registrar, SVSU)



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Terms & Condition:

1. This empanelment is for SVSU Training Associate
2. Selected candidates will be posted in training centres located in different districts like- Palwal, Panipat, Gurugram etc.
3. Role of SVSU will be only to select suitable candidates for training projects.
4. The selection may be done jointly by the expert from SVSU and Training Associate
5. SVSU will not have any role regarding terms of empanelment and recommendation. The term of empanelment will be decided by the Training Associate based on the qualification and experience of the candidate.

Eligibility and Qualification/ Experience for the Post

S.no	Position	Eligibility
1.	Data Entry operator	<ol style="list-style-type: none">1. 10th pass with Diploma in computer science with 3 years of Experience, out which 2 years of sector specific experience and 1 year of training experience.2. Diploma should be minimum of 6 months period3. Knowledge of Hindi / Sanskrit up to Matric standard or higher education.



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(Application for Empanelment of Trainers for the Training Associates of SVSU)

Affix Recent
Passport Size
Photograph
Duly Singed

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:

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Signature of the Candidate

Name of the Candidate

Instructions to the Candidates

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications will be a distinct plus.
3. The required qualification and relevant experience etc. for eligibility shall be determined as on the date of walk in interview
4. 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. Qualifications obtained through distance mode are not admissible for teaching posts in science and technology. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.
5. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate for empanelment. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.
6. University reserves the right not to empanel the post advertised without assigning any reason.
7. No TA/DA is payable for attending the interview for the posts.
8. In case, the candidates fail to bring originals and attach self-attested copies of testimonials, their application would not be considered and they will not be interviewed.
9. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
10. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum. Further, no information in respect of this advertisement shall be published in the newspaper.
11. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.
12. Canvassing in any form will be treated as disqualification.
13. The Chairman selection committee shall have the power to lay down the procedure in respect of any matter not mentioned above.
14. All candidates are required to bring 1 set of photocopy of the original documents
15. The Schedule of interview will be published on the University website ONLY and no separate correspondence shall be made.
16. The University reserves right to cancel or postpone the interviews anytime without assigning any reason.

(Registrar, SVSU)