



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Advertisement No.: SVSU/24/SIDBI/Incubation/002

Applications are invited for engagement of a 'Programme Lead' and a ' Programme Manager' in a SWAVALAMBAN SKILL TO ENTERPRISE MODEL Project (A SVSU - SIDBI INITIATIVE)

General Instructions

1. Please go through the Eligibility Criteria specifically mentioned in the information for the post you are applying for, before filling the online application form.
2. The University reserves the right to fill or not to fill any or all the posts advertised.
3. Late applications will not be entertained under any circumstances.
4. Meeting the eligibility criterion is not sufficient to be called for an interview. SVSU reserves the right to call a selected pool from the eligible applicants for further selection.
5. Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
6. The competent authority in SVSU reserves the right for relaxation in eligibility criteria for exceptionally brilliant candidates.
7. The Candidate will be required to furnish original documents for verification as and when asked by the University.
8. The last date for receipt of applications at SVSU is Thursday, the 15th February, 2024.
9. Candidates are advised to bring their own laptop to work.
10. Candidates may be required to work on weekends too

RECRUITMENT TO THE POSITION OF 'PROJECT LEAD' – SWAVALAMBAN SKILL TO ENTERPRISEMODEL (A SVSU - SIDBI INITIATIVE)

Shri Vishwakarma Skill University, Haryana(SVSU) is implementing a comprehensive Entrepreneurship Development Programme under the Swavalamban Skill to Enterprise Model(STEM) to promote entrepreneurship. The goal is to equip 30 aspiring entrepreneurs with requisite skills and resources to launch innovative enterprises and thereby stimulate economic growth in India.

The broad objectives of the projects are :-

- Identifying students with the right entrepreneurial acumen for rising up to solve societal challenges.
- Building capabilities and developing mindsets and skills amongst students so that they are well equipped to set up enterprises
- Challenging students to work on building solutions for real world / current market problem

With the above objectives in mind, the SVSU intends to hire for the following positions:

1.	Name of Position	Programme Lead
2.	Number of Positions	1 (one)
3.	Method or Recruitment	Contract
4.	Period of contract	Initially for a period of six months
5.	Remuneration (per month)	Rs. 60,000/- to 70,000 /- based on qualification and experience
6.	Education qualification	<u>Essential:</u> Post Graduate from a reputed institution (Preferably MBA/MSW). Proficiency in MS Office tools. Proficiency in MS Office tools
7.	Experience	<u>Essential:</u> A minimum three years of project management experience.

		<p>Preference will be given to candidates with experience of:</p> <ul style="list-style-type: none"> ● Working in an incubator or working in/co-founding a start-up ● Building/having a network in the entrepreneurship ecosystem <p>Note: Candidates should be willing to travel for field visits.</p> <p>Desirable: professionals from industry/ academia/ armed forces with extensive experience in start-up and incubation domain.</p>
8.	Key Roles & Responsibilities	<p>The individual shall be responsible for:</p> <ul style="list-style-type: none"> ● Develop and implement a comprehensive incubation Programme which supports entrepreneurs and start ups ● Establish partnerships with start ups industry leaders, investors and other stakeholders to create a strong ecosystem for start ups. ● Develop and deliver training programmes, workshops and events that supports start ups. ● Stay up-to date with industry trends and best practices in entrepreneurship and incubation ● Overall implementation of the program. ● Mobilisation and retention of candidates ● Engagement of resource persons ● Logistics and operations management for the delivery of the program ● Course schedule monitoring ● Building & managing the network of mentors available to the incubatees ● Building connects with university professors, angel investors and start-up founders ● Any other duties & responsibilities assigned by the Nodal Officer, SIDBI Project at SVSU

1.	Name of Position	Programme Manager
2.	Number of Positions	1 (one)
3.	Method or Recruitment	Contract
4.	Period of contract	Initially for a period of 6 Months
5.	Remuneration (per month)	Rs. 45,000/- to 50,000 /- based on qualification and experience
6.	Education qualification	<u>Essential:</u> Graduate from a reputed university or institution Proficiency in MS Office tools.
8.	Experience	<u>Essential:</u> A minimum of three years of experience in Project Management/Consulting/Startup/Entrepreneurship.
		<p>Preference will be given to candidates with experience of:</p> <ul style="list-style-type: none"> ● Working and managing students. ● Building/having a network in the entrepreneurship ecosystem ● Built a start-up from scratch ● Worked and managed a government run project <p>Note: Candidates should be willing to travel for field visits. Desirable: Professionals from industry/ academia/ armed forces with extensive experience in start-up and incubation domain.</p>
9.	Key Roles & Responsibilities	<p>The individual shall be responsible for:</p> <ul style="list-style-type: none"> ● Assisting the Project Lead and Support day to day activities and delivery of the program ● Ensuring timely sessions are delivered. ● Coordination with university professors, angel investors and start-up founders ● Oversee the day-to-day operations of the training Programme, managing training faculty, maintaining facilities and ensuring that the programme is running smoothly, and taking care of requirements of incubation ● Any other duties & responsibilities assigned by the competent authority ● To be the main point of contact for the programme participants and taking care of their requirements ● Any other duties & responsibilities

		assigned by the Nodal Officer, SIDBI Project at SVSU
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For further queries (if any) please contact: email: ssif@svsu.ac.in

Note:

Eligible professionals may submit their applications by **February 22, 2024 at 5:00 PM** with a complete resume and all supporting documents to "Assistant Deputy Director, 3rd Floor, Takshshila Bhawan, Shri Vishwakarma Skill University, Village - Dudhola, Palwal, Haryana-121102" with the subject "Application for the post of _____" on the top of the envelope.

Nodal Officer (SIDBI Project)
Shri Vishwakarma Skill University



SHRI VISHWAKARMA SKILL UNIVERSITY

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(Application for Recruitment on Project Basis)

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. Aadhar No. : _____
9. Father's Name/
Husband's Name : _____
10. Mother's Name : _____
11. Address for : _____
Correspondence : _____
12. Permanent Address : _____
13. Contact No. : Mobile _____
14. E-mail : _____
15. Category : _____ Gen/ SC/ST/ BC/ ESM/ Others
16. State to which you belong: _____

Affix Recent
Passport Size
Photograph Duly
Singed

17. Details of Educational Qualification (From matriculation/ SSC onwards)

S.No.	Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects
1						

2						
3						
4						
5						
6						
7						

* Please attach relevant certificates.

18. Details of previous/ current employment/ Own start-up/ Start-up experience: 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

19. State of Health : _____

20. If selected, specify the minimum required joining time : _____

21. Mention your knowledge in the field of computer (A separate sheet may be attached, if required)

22. 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