



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

Date- 03/07/2024

Ref. No. SVSU/GSKSY/2024/004

**WALK-IN-INTERVIEW for Hiring Project Consultant cum Content Developer and Field Executive Consultant**  
**Advt. No. SVSU/GSKSY/Cont./2024/001**

**Shri Vishwakarma Skill University (SVSU), is first Government Skill University Established by the Government of Haryana, and have its permanent campus at Dudhola, Distt.-Palwal**

The University invites eligible candidate to attend the Walk-in-interview for the post of Project Consultant cum Content Developer and Field Executive Consultant under the Guru Shishya Kaushal Samman Yojana project on purely contract basis for six months scheduled on 15th July 2024 at 9:00 AM.

Sr. No	Positions	No. of Post	Eligibility and Qualification	Scope of Work
1.	Project Consultant cum Content Developer	01 (UR)	<ol style="list-style-type: none"><li>1. Graduation in any discipline.</li><li>2. Knowledge of Hindi/Sanskrit up to Matric</li><li>3. Minimum of 05 years of experience in a skilling environment</li><li>4. Experience in content Creation, knowledge of skilling ecosystem, TOT, TOA, and Assessment. Etc.</li><li>5. Experience in handling operations in the skilling domain. A proven track record in managing similar projects.</li><li>6. Preferably worked in Sector skill council.</li><li>7. Excellent communication and interpersonal skills.</li><li>8. Strong analytical and problem solving skills.</li></ol>	<ol style="list-style-type: none"><li>1. - Conducting a comprehensive review of the project plan</li><li>2. - Providing strategic advice and recommendations</li><li>3. - Assisting in the development and implementation of project management processes</li><li>4. - Monitoring project progress and performance</li><li>5. - Identifying and addressing potential issues and risks</li><li>6. - Facilitating communication among stakeholders</li><li>7. - Preparing reports and documentation as required</li><li>8. –Create as pool of subject matter experts wherever required.</li><li>9. –Knowledge &amp; Skill Content moderation.</li><li>10. Creation of the content related to curriculum, learners and trainer’s handbooks etc.</li></ol>

02	<b>Field Executive Consultant</b>	01 (UR)	<p>1.Any Graduate with 2 years of experience in either Industry or Academia.</p> <p>2. Knowledge of Hindi / Sanskrit up to Matric standard or higher education.</p> <p>3.Excellent MS Excel Skills and experience in Data Management.</p>	<p>1.Market Analysis related to the project.</p> <p>2. Project Management- Will help in the planning, execution and completion of the task.</p> <p>3.Prepare and present regular progress reports</p> <p>4.On site visits- Conduct regular visits where ever batches going on.</p> <p>5.Support Materials- Maintain and distribute training materials</p> <p>6.Any other task related to the project.</p>
----	-----------------------------------	------------	---	---

### **Eligibility and Qualification/ Experience for Posts**

- **Reporting time will be 09:00 AM**
- **Remuneration:**
  - 1. Consolidate of Rs. 50000/- per month for the Project consultant cum Content Developer**
  - 2. Consolidate of Rs. 35000/- per month for the Field Executive Consultant**
- **Venue of the interview: Shri Vishwakarma Skill University, First Floor Conference Room, Administration Block, Dudhola, Palwal, Haryana-121102**

Interested candidates are invited to attend the walk-in Interview on 8<sup>th</sup> July, 2024.

- A cover letter expressing interest in the project.
- A detailed resume or CV
- A description of relevant experience and past projects.

## **Terms & Conditions**

1. The Candidate must be a citizen of India.
2. The required qualifications, relevant experience, etc., for eligibility shall be determined on the date of the walk-in interview.
3. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks. Provide the relevant document for this conversion along with the application form.
4. The prescribed essential qualifications and experience indicated are the bare minimum, and mere possession of the same will not entitle any candidate to consideration for Interviews
5. The vacancy shown in the advertisement is indicative and may increase or decrease at the university's discretion at the time of selection.
6. No TA/DA is payable for attending the interview.
7. If a candidate is found ineligible at any stage of selection/norms, his/her candidature will be summarily canceled. No claim shall be entertained.
8. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
9. The Candidates are advised to visit the university's website for related updates, including any corrigendum/addendum, date of interview/ Result, etc. Further, no information regarding this advertisement shall be published in the newspaper.
10. The candidate will be allowed to appear for the Interview subject to scrutiny of the application as per the eligibility/qualification criteria. Candidates found not eligible by the scrutiny committee or who do not produce original documents shall not be allowed to appear in the interview.
11. Candidates should ensure that they fulfill all eligibility requirements for the post they apply for as prescribed by the respective Regulatory body. The qualifications prescribed by Regulatory Bodies will be final and binding on all.
12. **The candidates must bring Two sets of Application forms and One set of self-attested documents along with the original at the time of interviews.**
13. **Merely attending the interviews does not entitle the candidate to selection.**
14. **The post will be filled purely on a contractual basis only for six months, which, as per the requirement, may be ceased/Extended.**
15. **No claim of regularization or extension of contractual appointment shall be entertained.**
16. 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 regard.

**-Sd-  
REGISTRAR**



**SHRI VISHWAKARMA SKILL UNIVERSITY**  
(State University enacted under the Government of Haryana Act 25, 2016)

**(Application for Recruitment on Contract Basis)**

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 and Please attach your latest detailed C.V and 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