



SHRI VISHWAKARMA SKILL UNIVERSITY

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

RECRUITMENT NOTICE

Advt. No. SVSU/ 2024/ Estt. / NT/ Deputation/008

Applications are invited from the interested eligible candidates working on regular basis in Central/State Universities/Central & State Govt. Departments/ Institutes for appointment on the post Executive Engineer, Assistant Registrar, JE (Electrical), JE (Civil), Superintendent, Assistant, Sr. Scale Stenographer **on deputation basis** as per standard terms & conditions of the Govt. of Haryana norms /SVS University norms.

Also Applications on the post of Executive Engineer are invited from the interested candidates fulfilling the eligibility conditions on purely **contractual position for six months** and re-employment basis as per the Govt of Haryana Norms.

The applications along with all documents duly self-attested should reach through proper channel on or before **21.08.2024** up to 05:00 P.M. through Speed/Regd. Post or by Hand at the address: -

“The Assistant Registrar (Establishment), Administrative Block, Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana – 121102.

Applications received through email or after the last date due to postal delay or any other reasons will not be considered. For details please visit the University website www.svsu.ac.in. Any type of addendum/corrigendum, if any, will be uploaded on university website only. No communication will be made separately to any applicant.

Dated: 31.07.2024

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REGISTRAR**



SHRI VISHWAKARMA SKILL UNIVERSITY

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

SVSU/ 2024/ Estt. / E-5225/1380

Dated 31.07.2024

Advt. No. SVSU/ 2024/ Estt. / NT/ Deputation/ 008

Applications are invited from the interested eligible candidates working on regular basis in Central/State Universities/Central & State Govt. Departments/ Institutes for appointment on the post of Executive Engineer, Assistant Registrar, Superintendent, Assistant, JE (Civil), JE (Electrical), Sr. Scale Stenographer **on deputation basis** as per standard terms & conditions of the Govt. of Haryana norms /SVS University norms.

Also Applications on the post of Executive Engineer are invited from the interested candidates fulfilling the eligibility conditions on purely **contractual position for six months** and re-employment basis as per the Govt of Haryana Norms.

| Sr. No. | Name of the post | Pay Level | No. of posts | Eligibility |
|---------|----------------------------|---|--------------|---|
| 1 | Executive Engineer (civil) | Level – 11 (as per 7th CPC) – for Deputation* ii. Consolidated Salary of Rs. 67,700– for Contractual iii. As per Govt. Norms– Re-employment | 01 | Candidate already holding same post in same pay level or analogous post in the Govt organization/Govt Institute Or 1) First Class Bachelor’s Degree in the Civil Engineering from a recognized Institute/ University or equivalent. 2) Eight years of experience as SDO (Civil)/Assistant Engineer Civil in the relevant field from CPWD/State Government of Haryana PWD services or similar organized services/ Semi Government/PSU/ Statutory or Autonomous organization/Govt University. 3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level. Desirable: 1) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/ measurement/ tendering as per the CPWD/ State Government of Haryana PWD norms. 2) Good knowledge of CPWD/ State Government of Haryana PWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. 3) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software. |

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| 2 | Assistant Registrar | FPL - 10 | 02*(Vacancy against Lien) | <p>Candidate already holding same post in same pay level or analogous post</p> <p>Or</p> <p>1. Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale.</p> <p>2. 5 years' experience as superintendent in a Govt University/Govt Educational Institutions/ examining body conducting public examination in FPL 7 and above.</p> <p>3) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</p> |
| <p>*The vacancy (Assistant Registrar) will be appointed initially for period of one year or till the employee (on lien) re-join the University, whichever is earlier.</p> | | | | |
| 3 | Superintendent | FPL-7 | 01 | <p>Candidate already holding same post in same pay level or analogous post</p> <p>Or</p> <p>Bachelor degree with at least 50% marks and 5 years' experience at the level of Deputy Superintendent/Assistant from Govt University/ Govt Colleges/ Govt Educational Institutions/ Govt./Semi-Govt. /PSU.</p> |
| 4 | JE (Electrical) | FPL-6 | 01 | <p>Candidate already holding same post in same pay level or analogous post</p> <p>OR</p> <p>B. E/ B.Tech in Electrical / Allied Branch from AICTE approved institution in Regular mode with 60% and having experience of 2 years' experience of Electrical works in Govt./PSU.</p> <p>OR</p> <p>B.Voc degree with 55% marks in Electrical or allied branch with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 03 years' experience of Electrical works in Govt University/ Govt. organization</p> <p>OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Electrical Engineering/ allied branch from recognized Institution with 05 years'</p> |

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| | | | | <p>experience of Electrical works in Govt.University/ Govt organization.</p> <p>2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</p> |
| 5 | JE (Civil) | FPL-6 | 01 | <p>Candidate already holding same post in same pay level or analogous post</p> <p>Or</p> <p>B. E/ B.Tech in Civil / Allied Branch from AICTE approved institution in Regular mode with 60% and having experience of 02 years' experience of Civil works in Govt University/ Govt. organization;</p> <p>OR</p> <p>B.Voc degree with 55% marks in Civil or allied branch with a skill certificate in atleast one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/University or Institutions on full time regular mode basis, with 03 years' experience of Civil works in Govt University/ Govt. organization</p> <p>OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Civil Engineering/ allied branch from recognized Institution with 05 years' experience of Civil works in Govt University/Govt. organization.</p> <p>2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</p> |
| 6 | Assistant | FPL - 06 | 03 | <p>Candidate already holding same post in same pay level or analogous post.</p> <p>OR</p> <p>1. Bachelor's Degree with minimum 50% marks.</p> <p>2. Five years' experience as Clerk /Clerk-Cum-Data Entry Operator in any recognized Govt University/Govt HigherEducation Institution/Govt Examination Body/ Govt. Offices/PSU.</p> <p>3. Knowledge of Hindi/Sanskrit up to Matric or Higher Level.</p> <p>Desirable</p> <p>Candidate should have proficiency in using Computer & Internet.</p> |

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| 7 | Sr. Scale Stenographer | FPL- 06 | 01 | <p>Candidate already holding same post in same pay level or analogous.</p> <p>OR</p> <p>1) Graduation with 50% marks from any recognized University or its equivalent.</p> <p>2) English shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed the limit of 8%</p> <p>3) The candidate will have to qualify the test as prescribed by the competent authority including typing (with a speed of minimum 30 wpm in English/25 wpm in Hindi.</p> <p>4) Three years' experience in govt.university/ govt organisation.</p> <p>5) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.</p> <p>Desirable:</p> <p>1) Preference will be given to the candidates who have 2/3 years' diploma in secretarial practice/OMCA course</p> <p>2) Well versed with noting, drafting and business communication</p> <p>3) IT skills are mandatory.</p> |
|---|---------------------------|---------|----|--|

The applications along with required certificate of employer & copies of all documents duly self-attested should reach through proper channel on or before **21.08.2024** up to 05:00 P.M. through Speed/Regd. Post or By Hand at the address "The Assistant Registrar (Establishment), Administrative Block, Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana – 121102. Applications received through email or after the last date due to postal delay or any other reasons will not be considered. For details please visit the University website www.svsu.ac.in

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Copy to: -

- The In-charge, IT Cell, SVSU for uploading on University Website.
- OSD to VC (for information)
- PA to Registrar (for information)

General instructions:

1. Please read the instructions and procedures carefully before you start filling the Application Form.
2. Candidates must have Knowledge of Hindi /Sanskrit up to Matric level.
3. Candidates can apply separately for more than one post as per their qualifications.
4. Candidates are advised to fill all details of their application form carefully such as Name, Father's/ Mother's name, Date of Birth, Category, qualifications, marks obtained, year of passing, photo & signature, etc. After submission of application form, no change will be allowed. Candidate will be responsible for any mistake. No correspondence will be entertained in this regard.
5. The University reserve right to conduct any test for shortlisting of candidates for Scrutiny/interview.
6. No TA/DA shall be paid by the University for any test/scrutiny/interview.
7. The decision of the University in all matters relating to acceptance or rejection of any application, eligibility/suitability of the candidates, criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
8. The vacancy shown in advertisement is tentative and may increase or decrease at the discretion of the University at the time of selection. The University reserves the right not to fill any of the posts advertised without assigning any reason.
9. If on verification at any stage starting from submitting application till appointment on deputation basis, it is found that any candidate does not fulfil any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
10. Qualifications/eligibility conditions and other documents will be determined with regard to last date fixed to apply for the post as given in the Advertisement. The candidate who does not fulfill the qualifications/eligibility conditions on cutoff date need not apply.
11. The selection on deputation shall be on temporary basis for a period of one years or till vacancy is filled on regular basis or till the employee (on lien) re-join the University, whichever is earlier. Provided that the University reserve right to repatriate any such employee at any stage without assigning any reason.
12. The contractual appointment for the post of Executive Engineer shall be initially for six months which may be extended or ceased based on the work and conduct or till the regular appointment is made whichever is earlier and shall not be paid other benefits as applicable to regular employee and no claim of regularization shall be entertained.
13. The reservation policy as formulated/notified by the State Govt. of Haryana from time to time will be followed.
14. Following certificates shall be given by the employer/head of office/forwarding authority while forwarding the application form along with required documents: -

- i. There is no vigilance case/departmental proceedings/ court case pending/contemplated against him/her.
- ii. His/her complete ACRs for the last 10/available years duly attested by an authorized officer are enclosed.
- iii. His/her Integrity is beyond doubt.
- iv. No major/minor penalties imposed on him/her during the last 10 years/ since his/her joining.

15. DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM

- i. Self-attested photo copy of Matric showing Date of Birth.
- ii. Self-attested photo copy of essential qualifications and above/diploma/degree should be attached with the application form.
- iii. Self-attested photo copy of Experience Certificate issued by the concerned Appointing Authority.
- iv. Any other document, if required, to be attached at the time of submitting of application form.
 - v. One copy of latest coloured passport size photograph duly self-attested should be pasted on the application form.

16. DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/INTERVIEW

- i. All original certificates/documents/NOC from employer /testimonials of educational qualifications and other documents mentioned above and one set of self-attested copies of all these certificates.
- ii. Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card/Aadhaar Card etc.

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REGISTRAR



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

Application form for the non-teaching posts on deputation basis/Contractual

Name of the Post applied for: _____

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|---|---|--|
| 1 | Name Designation held and Office Address | |
| 2 | Date of Birth | |
| 3 | (i) Date of entry into service in present office/institute/deptt. etc. | |
| | (ii) Mode of appointment (Direct/Absorption/Transfer) in present employment | |
| | (iii) Category under which appointed in present department. | |
| | (iii) Pay Level/Pay Scale in the present employment | |
| | (iv) Date of retirement under present employment | |
| 4 | Educational qualifications | |

5. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

| Office/ Institution | Post held on regular basis | From | To | Pay Level / Pay Scale with GP |
|---------------------|----------------------------|------|----|-------------------------------|
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6. Additional Information in any relevant to the post applied for: -

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I have carefully gone through the advertisement and I am well aware that the information furnished by me duly supported by the documents in respect of eligibility conditions for the post applied for submitted by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date -

(Signature of the Candidate)

Address:

Contact No. _____

Email Id _____

Certification by the Employer

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records.
2. He/ She possesses educational qualifications and experience mentioned in the vacancy Circular.
3. If selected, he/she will be relieved immediately.
4. **Also certified that:**
 - i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
 - ii. His/ Her integrity is beyond the doubt.
 - iii. His/ Her photocopies of the ACRs for the last 5 years/since his or her joining duly attested by authorized officer are enclosed.
 - iv. No major/minor penalty has been imposed on him/her during the last 10 years or since his/her joining. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

REGISTRAR / Authorized Signatory