



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

Walk- In –Interview for Hiring Team Leads and Interns on Project Basis.

Advertisement No. SVSU/25/AC&D/PB-Hiring/001

Shri Vishwakarma Skill University (SVSU), Dudhola, Palwal (Haryana), is India's first Government Skill University established by the Government of Haryana Act 25, 2016. The University is running various Skill courses such as - Certificate, Diploma, Degree, Post Graduate Degree/Diploma, Skill Ph.D. etc. based on its dual education model, where apprenticeship/ On the Job Training (OJT) has been integrated with the class room training.

The eligible candidates for empanelment to the following posts as under on project basis for 05 months from the date of empanelment are invited for **“Walk in Interview” on 21st January, 2025 at 9:00 AM at Takshashila Bhawan, Shri Vishwakarma Skill University, Village-Dudhola, District Palwal-121102 (Haryana).**

Post Code	Post Name	No. of Posts
01	Team Lead	15
02	Intern	15

The candidates appearing for interview must bring Duly filled application form (available on university website) signed on each page by the applicant, along-with all supporting self-attested documents (qualification and experience certificates) and proof of fees submitted.

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

S/d
(Registrar, SVSU)



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Eligibility and Qualification/ Experience for the Post

S.no	Name of the position	Eligibility	Requirement	Scope of Work	Remuneration
1.	Team Lead	Graduate with minimum of 5 years work experience in either Industry or Academia. Excellent MS Excel Skills and experience in Data Management.	Fifteen (15) (Internal SVSU as well as External)	<ol style="list-style-type: none"> 1. Document Verification 2. Mapping of assessors' batch wise & school wise 3. Creation of batch id 4. Coordination with the School Spocs 5. Extensive Induction of Assessors for the paper work and the IT Application 6. Resolution of on-ground queries from the assessors 7. Managing on-the – field contingencies 8. Seeking daily status updates from the assessors 9. Ensuring the data uploaded by the assessors is correct and as per the format 10. Ensuring on-time collection of documents from the on-field assessors 11. Quality check of the documents before finalizing the data and uploading to the school board portal. 12. In-voice generation of School board and assessors for the payment as per the requisites. 13. Create content for Social Media with Pics. 	Rs. 60,000/- (On Project Basis)
2	Intern	The candidates on Internship should be pursuing graduation. MS Excel Skill Mandatory .	Fifteen (15) (Internal SVSU as well as External)	<ul style="list-style-type: none"> • Assisting Team leads in various day to day transactional activities • Conducting tasks as assigned by TLs • Daily reporting and status update to TLs. 	Rs. 20,000/- (On Project Basis)

Note: - All selected candidates must come to University campus, Dudhola whenever called during the complete project.



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1. **Date of Walk in Interview:** 21st January, 2025
2. **Registration Amount: Rs 1099/- (Rupees One Thousand and Ninety-Nine) to be paid online** in the account as mentioned below:

Account Name	Joint Director, Assessment & Certification Department
Account Number	40324088561
IFSC Code	SBIN0004449
Branch Name	SBI, Sushant Lok-1, Gurgaon

- *The proof of fee submitted must be attached with other required documents at the time of interview.*

Terms & Condition:

1. The Candidate must be a citizen of India.
2. The candidates are advised to satisfy themselves about their eligibility before applying.
3. No TA/DA shall be paid to the candidates for attending the interview/any other assessment test.
4. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle a candidate to be selected for the job.
5. The candidate must bring Duly filled application form (available on university website) signed on each page by the applicant, along-with all supporting self-attested documents and proof of fees submitted. Candidates not having necessary/required documents, self-attested copies of degrees/certificates/mark sheets/experience certificates/category certificate/reprints (if applicable) issued by the competent authority/fees proof will not be allowed to appear for the interview.
6. No enquiry in this regard will be entertained.
7. Canvassing in any form will lead to cancellation of candidature.
8. In case of any disputes, any suit or legal proceedings against the University, the territorial jurisdiction shall be restricted to the District Court Palwal, Haryana and Punjab and Haryana High Court, Chandigarh.
9. Candidates must regularly visit the university website (www.svsu.ac.in) for all the details and updates related to further processes.
10. In case of any inadvertent mistake in the process of recruitment/selection, if detected at any stage even after the issue of empanelment order, University reserves the right to modify/withdraw/cancel any communication sent to the candidates.

(Registrar, SVSU)



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Village-Dudhola, District- Palwal, E-mail: info@svsu.ac.in
(Application for Empanelment of Team leads & Interns on Project Basis)

Affix Recent Passport Size Photograph Duly Singed
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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:

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:

Name & Signature of the Candidate