SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No.: SVSU/2026/Estt./3576 **Dated: 03.11.2026**

Advertisement. No.: SVSU/2026/Estt./NT/C&D/25-31

Shri Vishwakarma Skill University (SVSU) Dudhola (Palwal) invites offline applications from the eligible candidates for the below mentioned Non-teaching posts on regular basis:-

S. No.	Discipline	Advt. No.	Level	No. of Posts	Category
1	Assistant	NT/C&D/25	FPL-6	02	Gen-1, DSC-1
2	Steno-typist (Hindi & English)	NT/C&D/26	FPL-2	02	Gen-2
3	Hostel Attendant (Male & Female)	NT/C&D/27	FPL-1	02	Gen-2
4	Sanitary Officer	NT/C&D/28	FPL-6	01	Gen-1
5	Plumber	NT/C&D/29	FPL-2	01	Gen-1
6	Restorer	NT/C&D/30	FPL-2	01	Gen-1
7	Carpenter	NT/C&D/31	FPL-DL	01	Gen-1

Abbreviation Used:- Gen/UR : General/Unreserved : DSC : Deprived Scheduled Caste of Haryana.

Applicants willing to apply for the advertised post are advised to fill the Offline application form and send the same by closing date **26.11.2026 (upto 05:00 P.M.).**

Each page of application form must be signed by the applicant. Such signedcopy of application form along-with all supporting self-attested documents should be sent at the following address by 26.11.2026 (upto 05:00 P.M.):

The Assistant Registrar (Estt.), Takshashila Bhawan, Administrative Block, Shri Vishwakarma Skill University,Village-Dudhola, Palwal, Haryana- 121002"

Sd/-

Registrar

Note:

1. Complete details including eligibility conditions, selection criteria and general instructions are available at University website www.svsu.ac.in.
2. **Application Fees will be paid in offline mode only. The details of fee to be paid category wise is as under:-**

Sr. No	Categories of candidates	Fee (Rs.)
1	a. For male candidates of Gen. Category including DESM of Haryana. b. For Male/Female candidates of General category and all reserved categories of other states	1000/-
2	For all Female candidates of Gen. category including Female DESM of Haryana Only	250/-
3	For Male and Female candidates of DSC/OSC/BCA/BCB/ESM/EWS categories of Haryana only	250/-
4	For all persons with disabilities category candidates (with at least 40% or more disability) of Haryana Only.	Nil

3. Fee once deposited is neither transferable nor refundable or adjustable.
4. The relaxation in application fee is applicable to the reserved categories of Haryana State only.
5. Applicants are advised to ensure before applying that they are indeed eligible in terms of eligibility conditions and requisite specialization mentioned herewith.
6. The application fee will be accepted through offline mode only (http://forms.eduqfix.com/svsurectff/add) Payment slip shall be attached with the application form.
7. Any type of corrigendum/addition/addendum/addition/amendment/notice/updating etc. related to this advertisement shall be updated on University website only.
8. The University reserves the right to increase or decrease the number of posts and to withdraw or not to fill any post advertised without assigning any reason at any stage whenever required.

Sd/-
Registrar

SHRI VISHWAKARMA SKILL UNIVERSITY

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

Important Instructions to the Candidate

All the desirous applicants are required to apply offline with complete and correct information and attachments. The applicant will be solely responsible for the authenticity of the information submitted. The applicants are required to read these details before filling up the form.

1. The Candidate must be citizen of India and must have knowledge of Hindi/Sanskrit as one of the subject at matric or higher level.

2. **Age limit: 18 to 42** years as on last date. The age relaxation shall be applicable for various categories as per letter issued by the Chief Secretary to Govt. of Haryana vide notification No. 22/06/2021-1GS-III, dated. 25.03.2022 or as amended from time to time.

3. The required qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application.

4. The University will not be responsible for any error/omission/Commission/suppression of any information by the applicant knowingly/unknowingly/overtly/covertly while filling the application form and uploading the documents.

5. All qualifications must be attained 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 for any of the post advertised. Qualifications obtained through distance mode are not admissible for teaching posts in Science and Technology.

6. The post(s) advertised may be withdrawn from being filled up at any time without assigning any reason at any stage and application fee will be refunded by the University to the applicant(s).

7. If a Grade Point System is adopted the CGPA will be converted into equivalent marks. A copy of the relevant document for conversion of CGPA into equivalent marks along with application form need to be submitted.

8. No document will be accepted/ considered by the University after last date of submission of application form and no subsequent request for any change will be considered. However, the University may ask to submit any document, if so required for clarification etc. No correspondence/email/ phone will be entertained in this regard.

9. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for written test/interview. The University reserves its right to restrict the shortlisted applicants

to a reasonable number. The essential qualifications & eligibility criteria for said posts is placed at **Annexure-A**. The Selection will be made as per specified selection criteria at **Annexure-B**. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No query or correspondence will be entertained in this regard.

10. No TA/DA will be paid for attending any written/ skill test/presentation/ interview, if any.

11. All the documents attached with the application form should be self-attested duly page numbered and details of attached documents should be specified otherwise the candidate will be responsible for misplace/loss of any document(s).

12. The written and Skill Test are two components mandatory to qualify. A candidate of general category has to secure minimum 40% marks and DSC/OSC/BCA/BCB/PwBD category candidate has to secure minimum 38% marks in the written test as well as in skill test to be conducted by the University. The selection criteria is placed at **Annexure-B.** The selection will be made on merit of both the tests.

13. For the posts of Steno-typist (Hindi & English) the written test will be conducted in the first instance and a candidate has to secure minimum 40% marks to qualify the same. After that the skill test (stenography) of the candidates, who qualify the written test, will be conducted as mentioned in the eligibility conditions. The candidates who qualify both the tests will be considered for further process of checking the eligibility and documents verification. The selection criteria is placed at **Annexure-B.** The selection will be made on merit of written test.

14. The structure and syllabus of the test will be uploaded on the University website in due course.

15. To avoid any doubt, it is hereby clarified that, if class or division is not declared at the Bachelor's or Master's Degree levels, an aggregate of >=60% or equivalent cumulative grade point Average(CGPA) is to be considered as equivalent to first class. In case of CGPA awarded to the candidates on a10-point scale, the candidate need to obtained and submit the table of equivalence from the concerned university along with the application form. If the candidate fails to provide the proof of conversion formula, then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage of marks: and in case of any other scale, the factor to be multiplied will be taken proportionate to 9 e.g. if 4-point scale is there then the CGPA will be multiplied by (X10/4. In case of integrated Programme, then %-age of marks will be considered for both the degrees covered (UG and PG) under the programme.

16. To compute the merit points, no rounding shall be carried out. The number should be accurate to three decimal places.

17. As per Ministry of Human Resource Development Notification No. 44 dated 01-03-1995 published in Gazette of India edition dated 10-06-2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, (DEC). Accordingly, unless such degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

18. The scrutiny of application will be done on the basis of information filled and documents submitted along with the application and thus remain provisional till the same are got verified. If on verification, any information/ documents is found to be incorrect at any stage (even after selection) the applicant will be liable for prosecution as per the applicable rules and his candidature will be rejected. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.

19. If the process of recruitment is not completed within six months, then the posts will be re-advertised.

20. It is the responsibility of the candidate to ascertain his/her own eligibility for the post which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly offline filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification in addition to legal action.

21. Information uploaded on the University website shall not be provided to any candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep the same for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act may be provided only after declaration of final result and completion of the entire recruitment process of this notification subject to provisions of RTI Act. Reply shall not be provided for any inferential or speculative question.

22. Reserved category candidates shall be considered against General category strictly as per Govt. letter No. EC/2018/20179-389 dated 26.04.2018 & 12/1-2017 Ad (3) dated 04.06.2018.

23. The applicants belonging to Scheduled Caste shall have to submit the Caste Certificate strictly as per the latest State Govt. notification no. 22/163/2024-5HR-III dated. 13.11.2024 failing which no benefit of reservation of DSC/OSC category shall be entertained and application shall stands rejected.

24. The following categories of persons shall not be eligible to apply for any position in the University:

a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him/ her;
b) Who is a person of unsound mind & questionable conduct or not medically fit to perform his/her duties.
c) Who has entered into or contracted a marriage with a person having a living spouse; provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these Rules;
d) Any other category of person disqualified for appointment by the Govt. of India/ State Govt./UGC from time to time.

25. Applicants must have a valid active personal mobile no./email ID (not to be changed till process gets over) as the relevant information may be emailed/SMS. The University will not be responsible for non-delivery of email/SMS.

26. The candidates found eligible by the Screening Committee and short listed by the University will be called for interview. Those declared ineligible will not be informed about their status.

27. The applicants of reserved categories of Haryana for which no post is available/reserved, can apply for the posts in General Category, if he/she fulfils all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants.

28. All original documents in support of the claims should be produced for verification before/at the time of interview, if called for.

29. The period of experience wherever prescribed shall be counted only after obtaining the prescribed essential qualification. The experience certificate in support of the experience wherever prescribed should clearly reveal **about the period of work, designation with pay scale/pay band with grade pay/ pay level.** The certificate must be supported with **PF statement/ Form 16/ Bank Statement/ITR or any other valid proof of salary paid** as claimed in the certificate**.** Furthermore, the Detailed Guidelines of the experience claimed (Extract of the State Government Instructions contained in DGHE, Haryana vide letter dated 11.11.2022) is attached at **Annexure-C.**

30. The candidates who are in employment in Government Service/Universities/Departments/Institutes/Public Enterprises/Quasi-Government organizations/Autonomous Bodies etc. in a permanent capacity must apply through proper channel. Such candidates shall submit an advance copy of their application directly to the University on or before the last date of receipt of application as notified. The applicants should also send their application through proper channel or submit the No Objection Certificate from their present employer at the time of interview, otherwise, they will not be allowed to appear for the interview. The format of No Objection Certificate is attached at **Annexure-D**.

31. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.

32. No correspondence what so ever will be entertained from any candidate regarding conduct of written test or interview.

33. 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 regards. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.

34. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be rejected out rightly. In case the candidates fails to attach the payment receipt or the self-attested copies of testimonials, their application would not be considered.

35. If any question arises relating to the advertisement and above instructions, it shall be referred to Vice-Chancellor for a clarification whose decision thereon shall be final.

36. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Palwal Court only.

37. Note: Relaxation in maximum age to the candidates belonging to the DSC/OSC/BC-A/BC-B/EWS/ESM and PwBD category candidates of Haryana shall be admissible only where the post(s) are reserved for these categories.

Sd/-
Registrar

Annexure-A

Eligibility Conditions for the post of various non-teaching posts

- Essential qualifications and eligibility conditions for the various non-teaching posts as per details given below:

S. No.	Discipline	Advt. No.
1	Assistant	1. Bachelor's Degree with minimum 50% marks. 2. Five years' experience as Clerk /Clerk-Cum-Data Entry Operator in any recognized University/ Higher Education Institution/ Examination Body/ National level Research Institution/ Govt. Office/ PSU or Autonomous Bodies. 3. Knowledge of Hindi/Sanskrit up to Matric or Higher Level. **Desirable** 1. Candidate should have proficiency in using Computer & Internet.
2	Steno-typist	**For English:-** 1. Graduate from recognized university. 2. English shorthand at a speed of 80 w.p.m and transcription of 20 w.p.m. (8% mistake are permissible) & Word processing speed of 8000 keys/hours or more. 3. Ability to work on computer with internet efficiently. 4. Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level. **For Hindi:-** 1. Graduate from recognized university. 2. Hindi shorthand at a speed of 64 w.p.m and transcription at a speed of 11 w.p.m. and mistake should not exceed 8%. Word processing speed of 8000 keys/hours or more. 3. Ability to work on computer with internet efficiently. 4. Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.
3	Hostel Attendant	1. 10+2 Pass from any recognized Board with two years of experience in a Hostel/ Canteen/Hotel/ Guest House etc. 2. Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.
4	Sanitary Officer	1. B.Sc. with 50% marks in chemistry or B. Pharmacy with 50% marks plus one-year Diploma course in Health/ Sanitary Inspector with 5-year experience in

		government/ public undertaking. OR One-year National Trade Certificate (NTC) in Health Sanitary Inspector awarded by National Council for vocational Training, Ministry of Labour & Employment, Government of India, or an institution recognized by the State Government with 8-year experience in government/ public undertaking. 2. Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
5	Plumber	1. Matric pass from a recognized Board with ITI Certificate in the trade of Plumber with 2 years' experience in plumbing. 2. Knowledge of Hindi/Sanskrit up to Matric level.
6	Restorer	1. Matric pass from any recognized board/institute having 5 years' experience as peon in the record room/restoration of record/files in State Govt./ Semi Govt. Department/ University/ Affiliated college. 2. Knowledge of Hindi/Sanskrit up to Matric or Higher Level.
7	Carpenter	1. Matric pass with ITI Certificate in the trade of Carpenter with two years' experience in relevant field. 2. Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.

Annexure-B

Selection Criteria for the post of various non-teaching posts

- The scheme of marks in respect of selection to the various non-teachings posts (except Steno-typist) are as follows:

S. No.	Examination	Maximum Marks
1.	Written Test	50 Marks
2.	Skill Test	50 Marks

For Steno-typists English/Hindi: -

S. No.	Examination	Maximum Marks
1.	Written Test	50 Marks
2.	Skill Test (Stenography)	Qualifying nature

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Annexure-C

BACKWARD CLASS CERTIFICATE (BLOCK 'A' or 'B')

This is to certify that Shri/Smt./Kumari _____ son/daughter of Shri_____resident of Village/Town_____ Tehsil:_____ Distt._____of the State/Union Territory belongs to the _____Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block _____(mention Block 'A' or 'B'). This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021
dated 01.12.2021.
This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority
FullName.....
Designation
.....
Address with Telephone No. With code.....

Sr. No.:.....
Place :.....
Dated :.....

Issuing Authority: Tehsildar or Naib Tehsildar Head of Department in case of Govt. employees

Annexure - D

Letter head of the concerned Organization

Ref No..... **Date:.....**

To Whom May It Concern

This is to certify that Dr/Mr./Ms..... S/o; D/O; W/O ..... severed in this organization as..... from .....to .....in the pay scale of GP..... ..... / Equivalent pay..... Certified copy of his /her PF Statement/ Bank Statement/ Form 16 is enclosed in support of paid salary.

Signature with Stamp Registrar/Head of the Organization/Director

Encl: <Name the document attached in support of salary>

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Annexure-E

Letter Head of the Concerned Organization

Ref.No..... **Date:.....**

NO OBJECTION CERTIFICATE

This is to certify that Mr./Mrs/Ms..... has been working in this Institute/Organization..... w.e.f ..... on the post of ..... in the Functional Pay Level(FPL) .....This institute has no objection to him applying for the post of .....in Shri Vishwakarma Skill University. In the event of his selection to the post applied for, he will be relieved from the Institute.

This issues with the approval of Competent Authority.

(Signature).....
Designation .....
(Head of the Institute/Organization)

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Annexure-F

(To be printed on letter head of the institution)

Certificate regarding Physical limitations in an exam to write

This is to certify that, I have examined Mr./Ms/Mrs. _____(name of the candidate with disability), a person with_____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____Village /District /State) and to state that he/she physical limitation which hampers his/her writing capabilities owning to his / her disability.

Place :
Date :

Signature and Seal of the Medical Authority

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Note: Certificate should be given by specialist of the relevant stream / disability (e.g. visual impairment-ophthalmologist, Locomotor disability – Orthopedic specialist / PMR)

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Annexure- G

Letter of undertaking for Using own Scribe

I a candidate with _____(name of the disability) appearing for the _____ (name of the examination bearing Roll no._____ dt. _____(Name of the center)_____. My qualification is _____. I do hereby state that _____ (name of the scribe) will provide the service of scribe reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his / her qualification is less than minimum qualification of the said post. In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post and claims relating thereto.

Dated

(Signature of the candidate with disability)

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Advertisement No. : _____

APPLICATION FORM
FOR GRADE 'A' 'B' & 'C' NON-TEACHING POSTS

Note: (i) Do not detach any sheet
Fill up all columns of all sheets.
(ii) The application should either be filled neatly in the candidates' own hand or type written.

A self attestedcoloured passport size photograph of the candidate must be pasted here. This is essential.

1. Post applied for
(Give the full name of the post) _____

2. (i) Name in full
(in block letters) _____

(ii) Gender (Male/Female) _____

3. Present postal address _____

(in block letters) _____

_____

4. (i) Aadhaar No. (desirable, but not mandatory) _____

(ii) Mobile No. _____

5. (a) E-mail ID _____

6. Permanent Home Address _____

_____

7. (a) Father"s Name _____

(b) Mother"s Name _____

8. (a) Nationality of candidate _____

(b) Name of country, if foreign national _____

(c) Religion _____

(d) Category _____

9. (a) Date of birth _____

(b) Place of birth _____

(c) Place of permanent domicile _____

(d) Marital status _____

(e) Do you belong to SC/BC(A)/BC(B) _____

(f) Are you fall under ESM category _____

(g) Are you fall under Freedom Fighter category _____

(h) Are you fall under Eligible Sports Person Category _____

(i) Are you 'Person with Disability‟ (PwD) _____

If so, attach certificate in support thereof.

10 (a) Name, designation and address of the present employer, if any. _____

_____

_____

(b) Have you obtained the permission of your present employer for submitting this application/attending an interview, if any, and for accepting this appointment, if selected? _____

(c) If selected, please state when you can join _____

(d) Present Pay

(i) Scale of pay/Pay Level _____

(ii) Basic pay _____

(iii) Allowances excluding house rent and city compensatory allowance. (give name and amount of each allowance) _____

(iv) Date of next increment _____

11. Names and addresses of two referees not in relation to you, to whom you are known personally (if you are employed, your present employer must be one of the referees)

(i) _____

_____

(ii) _____

_____

12. Whether any of your relative is employed in this University, If so, give details. _____

13. (a) What is your mother-tongue? _____

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

If the answer is „Yes" full particulars of the case, detention, fine, conviction, sentence etc. should be given.

_____

_____

15. Employment Record:

Designation of post held and description of work	Period From (Give month & year both)	To	Pay scale /Pay Level	Pay drawn (Basic pay+ allowances except HRA/ CCA)	Full address of office/department	Reason for leaving the post

16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Have you applied for any other post in this University? If so, name all the posts including this one:-
(i)_____(ii)_____

(iii) _____(iv)_____

18. From which newspaper or other source you have come to know of this vacancy. _____

19. Applicants for ministerial post may mention computer typing speed. _____

20. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary):_____

_____

_____

21. List of certificates and testimonials (attested copies) attached:-

(i) _____ (ii) _____
(iii) _____ (iv) _____
(v) _____ (vi) _____
(vii)_____ (Viii)_____

I certify that the above information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment.

Place: _____

Date _____

(Thumb impression of the candidate if test is involved. In case of male Candidate left hand thumb impression and in case of female righthand thumb impression)

_____
(Signature of the candidate)

CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 05 years and in case the service period is less than 05 years then from the date of joining.)

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/ Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution

(S E A L)

_____

(Name in block letters)

Place:_____

Date: _____