SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016) Plot No. 147, Sector - 44, Gurugram, E-mail: info@svsu.ac.in

Walk in Interview for Hiring Content Manager, Sr. Executive, Executive and Filed Managers on project basis.

Advertisement No. SVSU/23/AC&D/PB-Hiring/004

Shri Vishwakarma Skill University (SVSU), Dudhola, Palwal (Haryana), is India's first Government Skill University established by the Government of Haryana Act 25, 2016, which is functioning from its Transit Office Campus at Gurugram. 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.

Candidates are required to bring one set of self-attested documents along with original documents on 10.08.2023 at 8.30 AM at the time of interview. Venue for interview will be at Conference Room, IIIrd floor, Plot No.147, Sector 44, Shri Vishwakarma Skill University, Gurugram.

The details concerning the eligibility conditions, area of specialization & other details are available on the University website www.svsu.ac.in.

Note:

- **Candidates do not meet the eligibility criteria and not having original documents in supports of their eligibility will not be allowed to appear in the interview.**
- **The university has a right to cancel or postpone the interviews any time.**

(Registrar)

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Eligibility and Qualification/ Experience for the Post

S.no	Position	Eligibility	Requirement	Scope of Work	Remuneration
1.	**Content Manager**	1.Master's Degree in Engineering/Management/ Relevant or concerned areas with at least First division or its equivalent grade of B in the UGC seven-point scale and 8 years of experience (Post Qualification) in assessment or educational administration with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. Knowledge of Hindi / Sanskrit up to Matric standard or higher education. 2.Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textiles, IT&ITES, healthcare, Banking & Finance, retail, hospitality, electrical & electronics, construction, transport and logistics or other as relevant. 3. Knowledge of Hindi / Sanskrit up to Matric standard or higher	One (01) UR	1. The Content Manger will have the primary responsibility for creating and development of question bank for NSQF aligned job roles. Have deeply knowledge about the operational of sector skill council and related job roles. Encouraging affiliated institutes to achieve enrollment targets. However, it is important to ensure that such targets are achievable and that they do not compromise the quality of education being provided. 2. Able to develop the separate question bank related to theoretical, practical and viva and associated project based. 3. Maintain the secrecy of created content. 4. Create a pool of subject matter experts wherever required. 5. Knowledge & skill Content moderation.	Rs. 50,000/- (On Project Basis)
2.	**Sr. Executive**	1. Any Graduate with 5 years of experience with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. 2. Knowledge of Hindi / Sanskrit up to Matric standard or higher	Two (02) – UR	**Database management** - Responsibilities include the gathering, authentication, and preparation and formatting of presentations, MS excel, MS Word etc. **Project Management** - A critical responsibility is management of projects, works closely and directly on the project and other operations related to the project. **Finance & Accounts** – understanding of the organization's finances i.e. Receipts, invoice, bills, checks, the creation of financial reports and statements, etc.	Rs. 35,000/- (On Project Basis)
3.	**Executive**	1.Any Graduate with 2 years of experience with any NSDC/NSDA/SSC/ABs/PSUs/University/or related organization at National Level. 2. Knowledge of Hindi / Sanskrit up to Matric standard or higher	Two (02) – UR	**Database management** - Responsibilities include the gathering, authentication, and preparation and formatting of presentations, MS excel, MS Word etc.	Rs. 20,000/- (On Project Basis)
4	**Field Managers**	1. Any Graduate with 5 years of experience in in either Industry or Academia. 2. Knowledge of Hindi / Sanskrit up to Matric standard or higher education. 3.Excellent MS Excel Skills and experience in Data Management.	Four (04)	1.Managing trainings by maintaining records of trainees and trainers, conducting field visits for continuous monitoring of training and as well as keeping track of the AEBAS record of the trainees. 2.Encouraging affiliated institutes to achieve enrollment targets. However, it is important to ensure that such targets are achievable and that they do not compromise the quality of education being provided. 3.Managing overall projects of ACD. 4.Create content for Social Media with Pics.	Rs. 35,000/- (On Project Basis)

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(Application for Recruitment on Project 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
  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:

………………………   Signature of the Candidate

                                                         Name of the Candidate

Instructions to the Candidates

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications will be a distinct plus.
3. The required qualification and relevant experience etc. for eligibility shall be determined as on the date of walk in interview
4. All qualifications must be 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. Qualifications obtained through distance mode are not admissible for teaching posts in science and technology. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.
5. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate for empanelment. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.
6. University reserves the right not to empanel the post advertised without assigning any reason.
7. No TA/DA is payable for attending the interview for the posts.
8. In case, the candidates fail to bring originals and attach self-attested copies of testimonials, their application would not be considered and they will not be interviewed.
9. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
10. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum. Further, no information in respect of this advertisement shall be published in the newspaper.
11. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.
12. Canvassing in any form will be treated as disqualification.
13. The Chairman selection committee shall have the power to lay down the procedure in respect of any matter not mentioned above.
14. All candidates are required to bring 1 set of photocopy of the original documents
15. The Schedule of interview will be published on the University website ONLY and no separate correspondence shall be made.

(Registrar)