



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Date: 14/12/2023

Advertisement No. SVSU/23/SIDBI/INCUBATION/001

Applications are invited for Engagement of one 'Associate' and one 'Design Consultant' for setting up an Incubation Centre at Shri Vishwakarma Skill University, Dudhola, Palwal-121102.

Shri Vishwakarma Skill University(SVSU), is inviting applications from qualified Indian nationals for positions of Associate and Design Consultant initially for a period of one year purely on contract basis, for a Project in collaboration with SIDBI. Details are given below:

S. No.	Position & Resource Required	Eligibility	Scope of Work	Remuneration
1	Associate 01 post	Graduate with a minimum of one year experience in projects related to Incubation Able to communicate in English and Hindi languages Familiar with Microsoft Office Entrepreneurial skills Desirable: Relationship building skills Patience and perseverance Trust, respect and empathy for others	Start-to-End implementation of the Programme which will involve the outreach and selection of Programme participants, on-boarding the pool of experts and mentors and successful delivery of the Programme Incubation Centre website management Creating and running the social media channels by sharing updates and outreach posts Documenting different phases of the Programme and the progress of individual enterprises to be set up by the Programme participants in pictures, videos and text formats Create an Impact Assessment Report and Booklet for all the Programme participants Run other projects and activities to create an enabling entrepreneurial environment	INR 40,000/- (Consolidated amount to be paid per month)

2.	Design Consultant 01 post	<p>Graduate with a minimum of one year experience in Design</p> <p>Communication skills in English and Hindi languages</p> <p>Able to designing startup ecosystem and entrepreneurial space.</p> <p>Familiarity with Microsoft Office</p> <p>Desirable: Candidate must have knowledge of Coral, Canva and other relevant designing tools</p>	<p>Establish and create brand guidelines for the Incubation Centre.</p> <p>Create high-quality design deliverables, such as logos, websites, brochures, and product designs for Incubation Centre.</p> <p>Designing of communication material including creatives and videos for social media for different programmes, projects, activities and events.</p> <p>Present design concepts and deliverables to clients and receive feedback for revisions.</p> <p>Assisting in the management of multiple projects and meeting project deadlines.</p> <p>Stay up-to-date with industry trends and best practices in design.</p> <p>Curating and assisting in the delivery of two weeks Design thinking module to the Course participants.</p> <p>Rendering guidance to course participants in their design and branding efforts</p> <p>Design Impact Report and Case Study Booklet for all the course participants</p>	<p>INR 40,000/- (Consolidated amount to be paid per month)</p>
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All the applicants required to submit a non-refundable registration fee of INR 500/-. The fee should be paid in form of Demand Draft (DD) in favour of “Registrar, Shri Vishwakarma Skill University” payable at Gurugram”.

General Instructions for Applicants applying for the above posts

1. The Candidate must be a citizen of India.
2. The candidates are advised to satisfy themselves about their eligibility before applying. No refund of fee is allowed under any circumstances.
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 called for the interview.
5. The University reserves its right to place reasonable limits on the total number of candidates to be called for an interview. The number of such candidates will be decided by the Committee constituted by the University for the purpose based on experience in the desired field
6. Applications not accompanied by necessary/required documents, self-attested copies of degrees/certificates/mark sheets/experience certificates/category certificate/reprints (if applicable) issued by the competent authority will be considered as incomplete and rejected.

7. No enquiry in this regard will be entertained.
8. The university reserves the right to withdraw the advertisement at any stage without justification.
9. Canvassing in any form will lead to the cancellation of candidature.
10. In cases of any disputes or 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.
11. Candidates must regularly visit the university website (www.svsu.ac.in) for updates in the matter. No separate communication will be made by the university.
12. In case of any inadvertent mistake in the process of recruitment/selection, if detected at any stage even after the issue of empanelment order, the University reserves the right to modify/withdraw/cancel any such communication sent to the candidates.

Note:

Eligible candidates may submit their applications latest by 5:00 pm on 23rd December, 2023, with complete Curriculum Vitae and all supporting documents to The Nodal Officer(SIDBI Project), Shri Vishwakarma Skill University, Room No.201, 1W Building, Village Dudhola, District Palwal, Haryana-121102, mentioning on the top of the envelope "Application for the post of Associate/Design Consultant"- as the case may be -

Nodal Officer (SIDBI Project)
Shri Viswhakarma Skill University, Haryana



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(Application for Recruitment on Project Basis)

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. Aadhar No. : _____
9. Father's Name/
Husband's Name : _____
10. Mother's Name : _____
11. Address for
Correspondence : _____

12. Permanent Address : _____

13. Contact No. : Mobile _____
14. E-mail : _____
15. Category : _____ Gen/ SC/ST/ BC/ ESM/ Others
16. State to which you belong: _____

Affix Recent
Passport Size
Photograph Duly
Singed

17. Details of Educational Qualification (From matriculation/ SSC onwards)

S.No.	Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects
1						

2						
3						
4						
5						
6						
7						

* Please attach relevant certificates.

18. Details of previous/ current employment/ Own start-up/ Start-up experience: 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

19. State of Health : _____

20. If selected, specify the minimum required joining time : _____

21. Mention your knowledge in the field of computer (A separate sheet may be attached, if required)

22. 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