



# SHRI VISHWAKARMA SKILL UNIVERSITY

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

**Advt. No. SVSU/2025/Estt/Deputation/003**

**Ref No. SVSU/2025/Estt/630**

**Date: 23/07/2025**

## Notification

Shri Vishwakarma Skill University is the first Skill University in the country established by the Government of Haryana. The University invites the applications from the eligible candidates working in the State Govt./ Central Govt. Universities/ Govt. Institutions to fill the non-academic posts on deputation basis initially for the period of one year as per the details given below: -

<b>Name of Post</b>	<b>Assistant Registrar</b>
No. of Post	03 (02- Deputation and 01-against Lien)
Pay Scale	Level – 10 (as per 7th CPC) – for deputation
Educational Qualification & Experience	Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute. OR 1) Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale.  2) 5 years of experience as Superintendent in a University / Educational Institutions / examining body conducting public examination in FPL 7 and above.  3) Knowledge of Hindi / Sanskrit upto Matric or at higher Level.
Desirable	Good Knowledge of Govt. Rules
Age Limit	56 Years
Period of deputation	The vacancy (Assistant Registrar) will be appointed initially for period of one year or till the employee (on lien) re-join and regular employee join the University, whichever is earlier.

<b>Name of Post</b>	<b>Assistant* (Vacancy against Lien)</b>
No. of Post	01
Pay Scale	Level – 06 (as per 7th CPC) – for deputation
Educational Qualification & Experience	Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute. OR 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.  <b>Desirable</b>  Candidate should have proficiency in using Computer & Internet.
Age Limit	56 Years
Period of deputation	The vacancy (Assistant) will be appointed initially for period of one year or till the employee (on lien) re-join the University, whichever is earlier.

<b>Name of Post</b>	<b>JE Civil</b>
No. of Post	01
Pay Scale	Level – 06 (as per 7th CPC) – for deputation
Educational Qualification & Experience	Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute. OR 1) 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./public/private organization; OR 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./public/ private organization OR Three years' Diploma (Regular Mode) with 60% in Civil Engineering / allied branch from recognized Institution with 05 years' experience of Civil works in Govt./public/ private organization.  2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.
Age Limit	56 Years
Period of deputation	The vacancy (JE Civil) will be appointed initially for period of one year or till the regular employee join the University, whichever is earlier.

<b>Name of Post</b>	<b>JE Electrical</b>
No. of Post	01
Pay Scale	Level – 06 (as per 7th CPC) – for deputation
Educational Qualification & Experience	Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute.  OR

	<p>1) 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./public/private organization;</p> <p style="text-align: center;">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./public/private organization</p> <p style="text-align: center;">OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Electrical Engineering / allied branch from State Board of Technical Education recognized Institution with 05 years' experience of Electrical works in Govt./public/private organization.</p> <p>2) Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</p>
Age Limit	56 Years
Period of deputation	The vacancy (JE Electrical) will be appointed initially for period of one year or till the regular employee join the University, whichever is earlier.

<b>Name of Post</b>	<b>Superintendent* (Vacancy against Lien)</b>
No. of Post	01
Pay Scale	Level – 07 (as per 7th CPC) – for deputation
Educational Qualification & Experience	<p>Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute.</p> <p style="text-align: center;">OR</p> <p>Bachelor degree with at least 50% marks and 5 years' experience at the level of Deputy Superintendent/Assistant from University/ Colleges/ Educational Institutions/ Govt./ Semi-Govt. /PSU.</p>
Age Limit	56 Years
Period of deputation	The vacancy (Superintendent) will be appointed initially for period of one year or till the employee (on lien) re-join the University, whichever is earlier.

<b>Name of Post</b>	<b>Sr. Scale Stenographer</b>
No. of Post	01
Pay Scale	Level – 06 (as per 7th CPC) – for deputation
Educational Qualification & Experience	<p>Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute.</p> <p style="text-align: center;">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./ public undertaking</p> <p>5) Knowledge of Hindi /Sanskrit up to Matric or at higher Level</p> <p><b>Desirable:</b></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>
Age Limit	56 Years
Period of deputation	The vacancy (Sr. Scale Stenographer) will be appointed initially for period of one year or till the regular employee join the University, whichever is earlier.

<b>Name of Post</b>	<b>Executive Engineer</b>
No. of Post	01
Pay Scale	Level – 11 (as per 7th CPC) – for deputation
Educational Qualification & Experience	<p>Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute.</p> <p style="text-align: center;">OR</p> <p>1) First Class Bachelor's Degree in the Civil Engineering from a recognized Institute/ University or equivalent.</p> <p>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/ University System or reputed Private organizations.</p> <p>3) Knowledge of Hindi /Sanskrit up to Matric or at higher Level.</p> <p><b>Desirable:</b></p> <p>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.</p> <p>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.</p> <p>3) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>

Age Limit	56 Years
Period of deputation	The vacancy (Executive Engineer) will be appointed initially for period of one year or till the regular employee join the University, whichever is earlier.

<b>Name of Post</b>	<b>Principal (Deputation)</b>
No. of Post	01
Pay Scale	Level-12
Educational Qualification & Experience	<p>Candidate already holding same post in same pay level or analogous post in the Govt. Organization/ Govt. Institute.</p> <p style="text-align: center;">OR</p> <p><b>(a) Academic</b></p> <p>1 Master Degree from recognized University with at least 45% marks in aggregate. 2 B.Ed. or equivalent teaching degree.</p> <p><b>(b) Experience</b></p> <p>(1) Persons holding analogous posts or posts of Principals in Central/State Govt./ Autonomous organizations of Central/State Govt. in the pay matrix- 12 (Rs. 78800-209200)</p> <p style="text-align: center;">OR</p> <p>Vice-Principal/Asstt. Education Officers in Central/State Govt./Autonomous organizations of Central/State in the pay matrix-10(Rs. 56100-1777500) with combined services of 05 years as PGT and 02 Years as Vice-Principal</p> <p style="text-align: center;">OR</p> <p>Persons holding posts of PGTs or Lecturer in Central/State Govt./ Autonomous organizations of Central/State Govt. in the pay matrix- 08 (Rs. 47600-151100) or equivalent with at least 8 years' regular service in the aforesaid grade.</p> <p style="text-align: center;">OR</p> <p>15 Years combined regular services as TGT in the pay matrix-8 (Rs. 47600-151100) out of which 03 years as PGT.</p> <p><b>(2) Desired Qualification</b> Knowledge of computer applications.</p>
Age Limit	56 years
Period of deputation	The vacancy (Principal) will be appointed initially for period of one year or till the regular employee join the School, whichever is earlier.

**-Sd-**  
**Registrar**

## General Instructions

1. The candidate must be citizen of India
2. Separate application form is required to be submitted offline for each post.
3. Knowledge of Hindi/Sanskrit up to matric level is essential.
4. The required qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application.
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 consideration for any of the post advertised.
6. If a Grade Point System is adopted the CGPA will be converted into equivalent marks. All the applicants need to enclose the supporting documents for conversion of CGPA into equivalent marks along with application form.
7. No TA/DA is payable for attending any test/ interview.
8. 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, IGNOU. 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.
9. Application not supported with required self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or the applications received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard. All the enclosed documents should be page numbered and self-attested.
10. A candidate found ineligible at any stage of selection/ norms his/ her candidature will summarily be cancelled. 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.
11. University may conduct written test/ skill test for shortlisting candidates, if required.
12. The vacancy may be increased or decreased at the discretion of the University at the time of selection. The University reserves the right not to fill the post advertised without assigning any reason.
13. 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 salary slip/PF statement/ Form 16/ Bank Statement or any other valid proof of salary paid as claimed in the certificate.
14. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
15. 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.
16. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of Interview and the reason for not being called for Interview.
17. Kindly note that merely appearing in an interview shall not confirm any right of appointment/ selection.
18. Candidates already working in Central/ State Govt. Universities/ Institutions etc. and fulfil the

eligible conditions for the various posts as per the criteria in the advertisement may only apply for the posts against deputation basis.

19. A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of written test or interview, as the case may be, the candidate, should produce a “No Objection Certificate” along with the “Vigilance Clearance Certificate” in a sealed cover from the employer at the time of interview, failing which candidature of the candidate will not be entertained & will not be allowed to appear in the interview.
20. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
21. The period of Deputation will be for initially for a period of one year which may be extended up to three years Provided that the University reserve right to repatriate any such employee at any stage without assigning any reason.
22. The terms and conditions of deputation will be as per the rules of the University/ Haryana Govt. Rules.
23. 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 regard.
24. The application along with all the supporting documents must reach to the address: - Assistant Registrar, Establishment Branch, Admin Block, 2nd Floor, Shri Vishwakarma Skill University, Dudhola, Palwal on or before 12/08/2025 at 05:00 PM. Application received through email or after the last date & time due to postal delay or any other reasons will not be considered.

**-Sd-**  
**Registrar**

**(Application form on Deputation Basis)**

Affix Recent Passport Size Photograph Duly Signed
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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: 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 :**