

SVSU SKILL INNOVATORS FOUNDATION

(A Section-8 company under the auspices of Shri Vishwakarma Skill University)

Advertisement No. SVSU/SSIF/CONT./02

Date 22/07/2026

ADVERTISEMENT FOR ENGAGEMENT OF CONTRACTUAL MANPOWER SVSU SKILL INNOVATORS FOUNDATION (SSIF)

SVSU Skill Innovators Foundation (SSIF), a Section 8 Company registered under the Companies Act, operating under the aegis of Shri Vishwakarma Skill University (SVSU), invites offline applications from eligible and interested candidates for engagement on a contractual basis against the following posts:

Sr. No.	Position	No. of Posts
1	Manager	01
2	Deputy Manager	01
3	Research Associate	01
4	Field Officer/Project Assistant	02
5	Peon	01

The detailed eligibility criteria, desirable qualifications, experience, and Key Responsibility Areas (KRAs), Salary & Terms & Conditions for the above-mentioned posts have been prepared and placed below:

S. NO	POSITIONS	NO. OF POST	ELIGIBILITY & QUALIFICATION	KEY RESPONSIBILITY AREA (KRA)
1.	Manager	01	Essential Qualification: • Master's Degree (preferably MBA or equivalent) + 05 years of work experience. • Bachelor's Degree (B.E./B. Tech. /Bachelor of Social Work or equivalent) with minimum 07 years of relevant experience. • Proven track record of leadership and management experience. • Strong understanding of financial principles and business operations. • Experience in the social sector, especially in social transformation projects & CSR. • CSR Fund mobilization. • Experience in liaising with industries.	Key Responsibilities (KRAs): • Strategic Planning: Develop & implement long term strategies for business growth. • Team Leadership: Oversee & guide teams, providing mentorship & fostering a positive work culture. • Financial Management: Ensure sound financial practices, budgeting, & resource allocation. • Stakeholder Communication: Engage with internal & external stakeholders to convey the company's vision and goals. • Decision-Making: Make critical decisions aligned with the

			Desirable Skills: • Strategic vision and long-term planning ability. • Leadership and team management skills. • Strong financial acumen and decision-making ability. • Experience in fund generation through investments, partnerships, or financial strategies. • Experience in preparing and submitting proposals for CSR funding support.	company's best interests and long-term success. • Risk Management: Identify and mitigate risks impacting financial stability and performance. • Performance Evaluation: Assess team and individual performance, set targets, and drive continuous improvement. • Regulatory Compliance: Ensure adherence to legal and regulatory requirements within the industry. • Fund Generation: Develop and execute strategies to generate funds through services, partnerships, or other financial activities. • To assist the Chief Executive Officer and work as a member of the management team.
2.	Deputy Manager	01	Education & Experience: MBA/MSW with a minimum of 03 years of relevant experience in dealing CSR activities in Haryana will be given preference. Desired Skills • Strong people management skills • Analytical skills to identify potential risk and create mitigating strategies • Very good prioritization skills to balance priorities • Ability to resolve conflicts and escalations amicably • Excellent communication	Key Responsibility Area (KRA). • To set up and conduct meetings with the senior management team (such as HR head, CSR Head, etc.) to explain/discuss the focus areas • To explain various avenues, ideas and opportunities to explore mutual areas of interest with potential corporate • Create and update prospect trackers, monthly proposal trackers, and weekly meeting calendars. • To

			skills (written and spoken) and sound analytical skills as well.	ensure timely development of proposals and concept notes in coordination with the Programmed/Project team • To ensure procuring mandatory approvals from Government authorities. • To participate in the process of conceptualizing and writing proposals • To extensively communicate with the program implementation team to obtain program information and updates
3.	Research Associate	01	Essential Qualification: • Master's Degree in Management / Social Work / Public Policy / Economics / Commerce / Engineering / Rural Development / Data Analytics / Research Methodology or related discipline from a recognized University with minimum 55% marks. OR • Bachelor's Degree with minimum 02 years of relevant experience in Research, CSR, Project Management, Policy Analysis, Social Sector, Skill Development, Innovation, Incubation, Entrepreneurship or Government Projects. • Experience in preparation of DPRs,	Key Responsibilities (KRAs): • Conduct research studies, surveys, and analytical assessments related to CSR, skill development, entrepreneurship, incubation, innovation, and social sector projects. • Prepare project proposals, concept notes, feasibility studies, baseline reports, policy briefs, and detailed project reports (DPRs). • Collect, compile, analyze, and interpret qualitative and quantitative data for institutional projects. • Support preparation of presentations, progress reports, utilization reports, annual reports, and impact assessment reports. • Coordinate with industries, CSR agencies,

			project proposals, concept notes, baseline surveys, impact assessment studies, MIS reports, and documentation. • Knowledge of CSR policies, Government schemes, institutional projects, and research methodologies. • Proficiency in MS Office, Excel, PowerPoint, report writing, and data analysis tools. Desirable Skills: • Strong analytical and research aptitude. • Experience in CSR projects, incubation ecosystem, startup ecosystem, skilling, livelihood, or social transformation projects. • Knowledge of data collection, field surveys, monitoring & evaluation mechanisms. • Excellent drafting, documentation, and presentation skills. • Ability to prepare policy briefs, analytical reports, case studies, and impact reports. • Strong coordination and stakeholder management skills. • Ability to work independently and manage multiple assignments within timelines. • Experience in liaison with Government Departments, Industries, CSR Foundations, NGOs, and Academic Institutions will be preferred.	Government Departments, implementation partners, and academic stakeholders for research and project activities. • Assist in documentation of best practices, success stories, case studies, and knowledge management initiatives. • Support monitoring and evaluation of ongoing projects and prepare periodic review reports. • Maintain project databases, MIS records, and documentation related to institutional activities. • Assist the management in policy planning, strategy development, and institutional research initiatives. • Support the Chief Executive Officer and management team in achieving organizational objectives and timely execution of projects.
4.	Field Officer/ Project	02	Essential Qualification: • Master's Degree from a recognized University	Key Responsibilities (KRAs):

	Assistant		with a minimum of two years of relevant work experience. OR • Bachelor's Degree from a recognized University in any discipline with minimum 02 years of relevant work experience. Desirable Skills: • Must have proficiency in Communication, MS Office Applications, MS Word. Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information to various groups. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential.	• Conduct visits to project sites regularly; • Attend and participate in stakeholder meetings/consultations; • Present SSIF at the meetings in the villages or wherever required • Oversee the development of project physically or through online mechanisms; • Responsible for overall coordination with implementation partner and contractors for the infrastructure development; • Developing and implementing all activities and strategies to promote smooth working of the project; • Establish and maintain effective relationships with local/state agencies, local panchayats and other stockholders to resolve issues, if any issue arises; • Supervise the quality of infrastructure being developed • Supervise the efforts of contractors/labour/ lower-level staff members; • The Field Officer assists the Project Manager / Deputy Manager / or designated boss by the CEO with the afore-mentioned duties and performs other related tasks as required;

5.	Peon	01	Essential Qualification: • Matriculation (10th Pass) from a recognized Board/Institution. • Minimum 01 year of experience in office assistance, housekeeping, office support services, or similar work in Government/Private Organization/Institution. Desirable Skills: • Basic understanding of office procedures and file movement. • Ability to handle office-related tasks efficiently and responsibly. • Good interpersonal behavior and discipline. • Ability to assist in office maintenance and logistics support. • Physically fit and capable of performing assigned duties.	Key Responsibilities (KRAs): • Carry files, documents, and official records within departments/offices. • Assist in photocopying, scanning, dispatch, and distribution of official documents. • Maintain cleanliness and upkeep of office premises, furniture, and meeting rooms. • Support office staff in day-to-day administrative and logistical activities. • Assist during meetings, workshops, training programme, and official events. • Deliver official letters/documents to departments and external offices as required. • Maintain office stationery and assist in inventory handling. • Perform any other duties assigned by the competent authority from time to time.
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Financial Matrix

Sr. No.	Designation	No of Post	Monthly Financial Requirement
1	Manager	01	70,000 /-
2	Deputy Manager	01	55,000 /-
3	Research Associate	01	50,000 /-
4	Field Officer/Project Assistant	02	30,000 /-
5	Peon	01	19,000 /-

General Instructions for Applicants applying for the above posts:

1. The Candidate must be a citizen of India.
2. The required qualifications, relevant experience, etc., for eligibility shall be determined on the date of the walk-in interview.
3. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks. The candidate must provide the relevant document for such conversion along with the application form.
4. The prescribed essential qualifications and experience indicated are the bare minimum, and mere possession of the same shall not entitle any candidate for consideration for interview.
5. The vacancies shown in the advertisement are indicative and may increase or decrease at the discretion of the University/Foundation at the time of selection.

6. No TA/DA shall be paid for attending the interview.
7. If a candidate is found ineligible at any stage of selection or does not fulfil the prescribed norms, his/her candidature shall be summarily cancelled and no claim whatsoever shall be entertained.
8. Concealment of facts or furnishing of incorrect/false information shall lead to cancellation of candidature/appointment at any stage and may also attract legal action.
9. Candidates are advised to regularly visit the University website for updates, corrigendum/addendum, interview schedule, results, etc. No separate communication shall be issued through newspapers or otherwise.
10. The candidate shall be allowed to appear in the interview subject to scrutiny of the application and fulfilment of eligibility criteria. Candidates who fail to produce original documents at the time of interview shall not be permitted to appear.
11. Candidates must ensure that they fulfil all eligibility requirements for the post applied for, as prescribed by the respective regulatory/statutory bodies. The qualifications prescribed by the regulatory bodies shall be final and binding.
12. Candidates must bring two sets of application forms along with one set of self-attested copies of testimonials/documents and original documents at the time of interview.
13. Merely attending the interview shall not confer any right to selection or appointment.
14. The appointments shall be purely on contractual basis initially for a period of six months. The contract may be extended further on the basis of satisfactory performance, organizational requirements, and approval of the Competent Authority.
15. All contractual employees shall report to the Chief Executive Officer (CEO), SSIF. The performance of the employees shall be reviewed and evaluated periodically by the CEO and the Board of Directors/Competent Authority. Continuation or extension of the contractual engagement shall be based on satisfactory performance evaluation and institutional requirements.
16. The services of contractual employees may be terminated at any time during the contract period in case of unsatisfactory performance, misconduct, indiscipline, or administrative reasons, without assigning any reason thereof.
17. No claim for regularization, permanency, or continuation beyond the contractual period shall be entertained under any circumstances.
18. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuance of appointment letter, the University/Foundation reserves the right to modify, withdraw, or cancel any communication made to the applicant in this regard.
19. The decision of the University/Foundation in all matters relating to eligibility, selection, appointment, and interpretation of rules shall be final and binding on all candidates.
20. The number of vacancies advertised is indicative and may be increased or decreased at the discretion of the University/Foundation. The decision of the University/Foundation in this regard shall be final and binding on all candidates.
21. The duly filled application form along with all supporting documents and application fee receipt must reach the office of the Chief Executive Officer (CEO), SVSU Skill Innovators Foundation (SSIF) 3rd Floor, Takshila Bhawan Shri Vishwakarma Skill University (SVSU) Dudhola Palwal – 121102 Harayana, Within 10 days from the date of publication of this advertisement.
22. Candidates may write at email id – ssif@svsu.ac.in, for any query related to the advertisement.

Application Fees:

The application fee for submission of the application is as follows:”

For General category - Rs.1000/-

Others-Rs.250/- (Scheduled Castes/ST/Backward Classes/Ex-Service Men/Women//EWS) Physically Disabled - Exempted from fees

All applicants are required to submit a non-refundable registration fee as mentioned above in favour of the SVSU Skill Innovators Foundation, as per the details mentioned below:

Account Name	SVSU SKILL INNOVATORS FOUNDATION
Account Number	99931000010000
IFSC code	HDFC0004762
Branch Name	HDFC Bank Ltd. Dudhola Chowk, Near GT Road, NH-2, Pirthla, Palwal

-Sd-

Chief Executive Officer (SVSU Skill Innovators Foundation)

SVSU SKILL INNOVATORS FOUNDATION

(A section-8 company under the auspices of Shri Vishwakarma Skill University)

(Application form)

Affix Recent
Passport Size
Photograph Duly
Singed

1. Advertisement No. : _____
2. Post applied for : _____
3. Full Name : _____
4. Date of Birth : ____/____/____ (DD/MM/YYYY)
5. Age as on the date of Application: _____
6. Gender : _____
7. Nationality : _____
8. Aadhar No. : _____
9. Family ID. : _____
10. Father's Name/
Husband's Name : _____
11. 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: _____
17. Details of Educational Qualification (From matriculation/ SSC onwards)

S. No.	Examination Passed	University / Board / Institution / Council of Examination	Month / Year of Passing	Marks Obtained / Total Marks	%age of Marks	Subjects
1.						
2.						
3.						
4.						
5.						

* Please attach self-attested relevant certificates.

18. Receipt or Fee Submission attached (Yes/No) ____ Transaction No.: _____

19. 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 self-attested relevant documents in support of the above.

20. State of Health : _____

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

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

23. 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