



SHRI VISHWAKARMA SKILL UNIVERSITY

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

Ref. No.: SVSU/2026/Estt./2650

Date: 24.08.2026

Advertisement No.: SVSU/2026/Estt./NT-B/022

Shri Vishwakarma Skill University (SVSU) at Dudhola, Palwal, is India's first Government Skill University established by the Government of Haryana, which is functioning from its campus Dudhola, Palwal.

Offline applications are invited from eligible applicants for recruitment of non-teaching post. For details of posts advertised along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.svsu.ac.in.

Sr. No.	Name of Post	Total No. of Posts	Pay Scale	Nature of Recruitment
1.	Superintendent	01 (UR-1)	FPL-07	Regular

Applicants willing to apply for the advertised post are advised to fill the Offline application form and send the same by closing date **14.09.2026**.

Each page of application form must be signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents should be sent at the following address by **14.09.2026**.

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 online 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 online 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**

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:** 45 years as on last date.
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 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 test is the component of the selection criteria and mandatory to qualify and to secure a minimum of 40% marks and the DSC/OSC/BC/PWD candidate minimum of 38% marks to qualify the test conducted by the University. At the first stage, all applicants will be allowed to appear in the written test without ascertaining their eligibility. Applications of only those applicants who qualify the written test will be scrutinized for eligibility. Only eligible and written test qualified applicants will be considered for further process of shortlisting.
13. The structure and syllabus of the test will be uploaded on the University website in due course.
14. 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 $\geq 60\%$ 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 a 10 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.
15. To compute the merit points, no rounding shall be carried out. The number should be accurate to

three decimal places.

16. 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.
17. 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.
18. If the process of recruitment is not completed within six months, then the posts will be re-advertised.
19. 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 online 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.
20. 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.
21. 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.
22. 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 dt. 13.11.2024 failing which no benefit of reservation of DSC/OSC category shall be entertained and application shall stand rejected.
23. 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.
24. 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.
25. 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.
26. 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.
27. All original documents in support of the claims should be produced for verification before/at the time of interview, if called for.

28. 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.
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).
30. 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.
31. No correspondence what so ever will be entertained from any candidate regarding conduct of written test or interview.
32. 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.
33. 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.
34. 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.
35. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Palwal Court only.
36. 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**

Eligibility Criteria**Superintendent**

1.	Name of the Post	Superintendent
2.	Pay Band	FPL-07
3.	Age limit	45 Years
4.	Essential Qualification & Eligibility	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

Selection Criteria for short-listing of application for the post of Superintendent:

10th	12th	Graduation	Post- Graduation	Writtentest	Interview	Total
5	5	10	10	50	20	100
5% of Percentage obtained	5% of Percentage obtained	10% of Percentage obtained	10% of Percentage obtained	As per Prescribed Syllabus	By Selection Committee	

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... fromtoin the pay scale ofGP / Equivalent pay Certified copy of his /her Salary slip/ PF Statement/ Bank Statement/ Form 16 is enclosed in support of paid salary.

Signature with Stump Registrar/Head of the Organization/Director

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



APPLICATION FORM FOR RECRUITMENT OF GROUP A & B (NON TEACHING POST)

FOR OFFICE USE ONLY

Application No:

Received on (date):

Total no. of pages received:

Name & Sign. of dealing official:

**PASTE HERE A
SIGNED COPY OF
YOUR RECENT PASS-
PORT SIZE
PHOTOGRAPH**

NOTE:

- i. The application form should be filled in properly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the Bank Draft of the prescribed application fee for their respective category.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Prescribed qualification and instructions may be seen on the University website www.svsu.ac.in
- vii. Weightage of only those documents shall be counted whose copies are attached.
- viii. Application not supported with required application fee, self-assessment Performa for their respective position/post applied, self-attested copies of certificates/testimonials will be rejected.
- ix. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

D.D Number _____, Amount _____

Issuing Bank _____, Date _____

Name of the post applied _____

Post Code _____

Advertisement No. _____



Application for the Post of(Direct/Deputation).....

(Whether on Deputation/Direct or both)

1. First Name _____, Last Name _____

2. Father's Name _____,

3. Mother's Name _____

4. Spouse's Name (if married) _____

5. Date of Birth: Day _____ Month _____ Year _____

(As recorded in the Matriculation or equivalent certificate)

6. Age (as on the last date fixed for the receipt of application) Years _____ Months _____
Days _____

7. Nationality _____

8. Religion _____

9. Marital Status (Married/ Unmarried) _____

10. Category(SC/BC-A/BC-B/ESM/EWS/PWD/Any other Category) _____

11. Sex (Male/ Female) _____

12. Email Address _____

13. Aadhar Number _____

14. Permanent Address:

PIN CODE _____ Phone No. _____

15. Correspondence Address:

PIN CODE _____ Phone No. _____

Email ID _____



16. Educational Qualifications (Attach additional pages, if required)

Education	Year of passing	Marks/ CGPA	Min Marks/ CGPA	Max Marks Conversion	% of Marks University / Board	Subjects	Type
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
10 th Class/ equivalent							
10+2/ equivalent							
Bachelor's degree							
Master's degree							
Any Other							

17. Experience Detail: (Attach additional pages, if required)

Type	Name of the Employer	Post held	Pay Scale/ Band/CPC with GP	Basic Pay	Period of employment (Form)	Period of employment (To)	Nature of duties



18. Has there been any break in your career? _____, if so, give detail thereof with reasons:

19. Have you ever been punished during your service or convicted by a Court of Law?

If so give, detail: _____

20. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? _____

If yes, give detail: _____

21. Have you studied Hindi up to Matric Standard? _____

22. Reference:

Give name, designation and address of three references not related to you.

Reference should be of persons with or under whom you have worked or who have intimated knowledge of your work.

Name	Designation	Mobile no.	Address



23. Payment Detail:

Mode: _____, Date: _____

DD No.: _____, Amount: _____

UNGERTAKING/DECLARATION: I hereby declare that the information furnished by me in the Registration/Application Form is correct and nothing has been concealed in case any information furnished by me is found to be false/incorrect/untrue than I shall be liable to civil/criminal prosecution and my claim to admission/ appointment/ registration/service in the Institute may be cancelled/terminated. I have also read the advertisement & other information published in this regard and understand that my candidature is always provisional subject to verification.

Signature of Candidate

Note: -

Please note that submission of application form does not mean acceptance of candidature, which is subject to eligibility criteria & other requirement as per the advertisement.

PLEASE SEND HARD COPY OF THE APPLICATION FORM DULY SIGNED BY THE APPLICANT ALONG WITH THE REQUIRED DOCUMENTS ON AND BEFORE LAST DATE AS PER THE ADVERTISEMENT TO ASSISTANT REGISTRAR (ESTTB.), SHRI VISHWAKARMA SKILL UNIVERSITY, 2ND FLOOR, ADMINISTRATIVE BLOCK, DUDHOLA, PALWAL, HARYANA-121102

INCOMPLETE APPLICATION FORM WILL NOT BE ACCEPTED