

SVSU SKILL INNOVATORS FOUNDATION

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

ADVERTISEMENT No.: SVSU/SSIF/CONT./03, Dated: 21/09/2026

ADVERTISEMENT FOR ENGAGEMENT OF CONTRACTUAL MANPOWER UNDER 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	Legal Consultant	01
2	Advisor	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 at Annexure-A,

S. NO	POSITIONS	NO. OF POST	ELIGIBILITY QUALIFICATION &	KEY RESPONSIBILITY AREA (KRA)
1.	Legal Consultant	01	Essential Qualification: • B.A + LLB from recognized University / Institution through Regular and Full-Time mode. • Candidates having master degree in law shall be preferred. Experience: • +05 Years overall experience in legal practice/consultancy, preferable in a University/ Higher Institution/Govt & Semi Govt Organization/ Statutory Body or Reputed Organization. Desirable Skills: • Preference shall be given to candidates having experience in handling legal matters of Universities/Higher Educational Institutions, particularly service matters, court cases, drafting/vetting of legal	• Provide legal advice on SSIF's institutional, administrative and operational matters. • Draft, review and vet MoUs, agreements, contracts, consultancy agreements and other legal documents with industry, government bodies, institutions and other stakeholders. • Handle and monitor legal cases, notices and disputes involving SSIF and coordinate with external legal counsel. • Provide legal support for CSR-funded projects, industry collaborations and skill-development initiatives, ensuring compliance with applicable laws and agreements. • Coordinate with SVSU departments/authorities on legal matters arising from SSIF-University collaborations and projects. • Monitor applicable legal,

			documents and agreements, disciplinary matters, RTI matters, statutory/regulatory compliance. Knowledge of companies act 2013 and CSR Compliances Candidates should also possess good command over English language, both written and verbal.	regulatory and statutory requirements and advise management on necessary compliance. • Research relevant Acts, Rules, regulations, government notifications and judicial decisions applicable to SSIF. • Maintain legal records, case files, agreements and compliance documentation and ensure timely follow-up.
2.	Advisor	01	Education & Experience: • Bachelor's Degree with Master's Degree preferably in Management/Public Administration/Engineering/Social Work/finance/Law or related discipline. • Minimum 25 years of experience in Government/PSU/Corporate/CSR/Foundation/Industry/Academic Institutions. • Proven experience in policy planning, institutional development, project advisory or strategic management. • Experience is stakeholder coordination, industry engagement, and project monitoring. Desired Skills • Strong leadership, mentoring and advisory capabilities. • Experience in CSR initiatives, skill development, training programmers, institutional strengthening and innovation ecosystem. • Strategic planning and decision-making ability. • Strong networking and liaising skills with Government and corporate	Key Responsibility Area (KRA): • Provide strategic guidance and advisory support to SSIF/SVSU management on organizational and institutional matters. • Assist in policy formulation, institutional planning, business development and organizational growth strategies. • Support development of partnerships with Government, Industry, CSR agencies and academic institutions. • Identify opportunities for CSR funding, collaborations, projects and institutional development. • Provide expert inputs for innovation, incubation, entrepreneurship and skill-development initiatives. • Advise on project planning, implementation, monitoring and evaluation and suggest measures for improvement. • Review organizational performance and provide recommendations for efficiency, effectiveness and continuous improvement. • Mentor teams and conduct training, knowledge-sharing and capacity-building

			sector. • Excellent communication, presentation, analytical and team management skills. • Experience in policy formulation and institutional partnerships.	sessions. • Provide guidance on stakeholder engagement, institutional networking and strategic collaborations. • Assist the Chief Executive Officer and management in achieving organizational objectives and long-term vision.
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Financial Matrix: -

Sr. No.	Designation	No. of Post	Consolidated Monthly Remuneration	Remarks
1	Legal Consultant	01	Rs. 50,000 /- Consolidated	Candidates have works from SVSU Main Campus and SVSU Transit Campus as per the requirement of the organizations.
2	Advisor	01	5,000 per visit maximum 8 visits in a month	Candidates have works from SVSU Main Campus and SVSU Transit Campus as per the requirement of the organizations.

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 Haryana, **Within 7 days from the date of publication of this advertisement.**
22. Candidate may write at email id – ssif@svsu.ac.in for any query related to the advertisement.

-Sd-
Chief Executive Officer
SVSU Skill Innovators Foundation

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

Applicants are required to deposit the prescribed **non-refundable application/registration fee through online bank transfer only** in the account of **SVSU Skill Innovators Foundation**.

No payment through **Demand Draft (DD), Cheque, Cash or any other mode** shall be accepted.

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

After making the payment, the applicant shall **retain the transaction receipt/UTR number as proof of payment** and upload/submit the payment details/receipt along with the application, wherever required.

The application shall be considered complete only upon successful payment of the prescribed fee. The fee once paid shall be non-refundable under any circumstances.

-Sd-
Chief Executive Officer
SVSU Skill Innovators Foundation

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(Application form)

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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 : _____
12. Correspondence Address : _____
13. Permanent Address : _____
14. Contact No./ Mobile: _____
15. E-mail : _____
16. Category : _____ Gen/ SC/ST/ BC/ ESM/
Others)
17. State to which you belong: _____
18. 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.

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

20. 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.

21. State of Health : _____

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

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

24. Name, address and contact numbers of two references with whom the Candidates has worked/ known in the last preceding five years:

1.

2.

25. Previous Association with SVSU / SSIF- Have you ever worked with Shri Vishwakarma Skill University (SVSU) / SVSU Skill Innovators Foundation (SSIF)?

☐ Yes ☐ No

If Yes, kindly provide the following details:

Designation/Post: _____

Department/Project: _____

Period of Association: From _____ To _____

Nature of Engagement: _____

26. Previous Application for Any Post in SVSU / SSIF - Have you ever applied for any post in SVSU / SSIF before this application?

☐ Yes ☐ No

If yes, kindly provide the following details:

Post Applied For: _____

Advertisement No./Date: _____

Year: _____

Result/Status: _____

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