



## Shri Vishwakarma Skill University Dudhola Palwal

(Enacted by the Act 25 of 2016, State of Haryana)

**Advertisement No. SVSU/18/ENTD/009**

### **Recruitment of Deputation positions**

Shri Vishwakarma Skill University (SVSU), is India's first Government Skill University established by the Government of Haryana, which is functioning from its transit office and campus in Gurugram.

The University is running various skill courses such as - Certificate, Diploma, Degree, Post Graduate Diploma etc. based on its dual education model, where apprenticeship/On the Job Training (OJT) has been integrated with the class room training.

It is unique model of outcome based learning in which students are engaged with industry for On the Job Training for around 60% of total curriculum.

In the current academic session SVSU has rolled out few new Skill Programmes in association with various industries and organizations like - Hero MotoCorp, JBM Group, Concentrix, Trim India, East West Automation Tech, Gurugram Metropolitan Development Authority, IQVIA, Bikanerwala etc.

Applications are invited from suitable candidates from State/ Center Government University / Organization/PSU/ Research establishments /Statutory or Autonomous organization / Institute of National Importance on a prescribed form on deputation basis:

- (1) Executive Engineer(Civil)(One) (2) SDO(Civil) (One) (3) SDO (Electrical)(One)  
(4) Superintendent (Two) (5) Clerk (Two) (6) Assistant (Three)**

**For Application form, criteria of Eligibility, Qualifications and Experience and Salary, please visit the University website ([www.hvsu.ac.in](http://www.hvsu.ac.in))**

- (1) For selection on deputation basis, Period of deputation will be for three years initially, which will be extendable as per rule.
- (2) The University reserves the right to increase/ decrease the number of posts or it may not fill any of the posts advertised without assigning any reason. The applications shall be short-listed and mere possession of minimum qualification & experience does not entitle a candidate to be selected.
- (3) The candidates have to submit their application through proper channel or they are required to submit the **No Objection Certificate** from their present employer, otherwise their application form will not be entertained.
- (4) Interview date will be displayed on University website i.e. [www.hvsu.ac.in](http://www.hvsu.ac.in). The applicants are advised to visit the website for related update. It may be noted that no information in this regard to the candidates will be sent separately.

**Interested candidate must send their application in the prescribed format through speed post / registered post/ by hand to the Registrar, Shri Vishwakarma Skill University at Plot No. 147 Sector-44 Gurugram, Haryana 122003 on or before 1<sup>st</sup> January 2019 up to 05: 00 PM. The University will not be responsible for any postal delay.**

**REGISTRAR**

**(Annexure) Eligibility and Qualification/ Experience for Posts**

| S. No | Name of Post(s)                                            | No. of Post(s) | Qualification/ Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Executive Engineer(Civil)<br>PB-3 Rs 15000-39100 +6000 GP/ | 01             | Officers of the CPWD / State PWD or similar organized / services / Government PSU / Statutory or Autonomous organization/ Government University, Institute of national importance etc:-<br>a) i) holding analogous posts or ii) with at least 5 years' regular service in posts in the PB-3 with GP of Rs. 5400/- Assistant Executive Engineer /Assistant Engineer as per 6th Central Pay Commission or equivalent; and<br>b) Possessing educational qualification and experience as prescribed below:<br>Essential: (i) First class degree or equivalent grade in Engineering (Civil) from a recognized University / Institute. | Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software.<br>(i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.<br>(ii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession. |
| 2.    | SDO(Civil) (One)<br>PB-3 Rs.9300-34800 + 5400 GP           | 01             | a) Officers of the CPWD / State PWD or similar organized services / Government PSU / Statutory or Autonomous organization / Government University, Institutes of national importance, holding analogues post on regular basis; or<br>b) Possessing educational qualification and experience as prescribed as below:<br>Essential: First class Bachelor's degree or equivalent grade in Engineering (Civil Engineering)                                                                                                                                                                                                           | Experience in handling large construction projects; knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software applications.                                                                                                                                                                                                                                                                                             |

|    |                                                    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                       |
|----|----------------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                    |    | from a recognized University / Institute.                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                       |
| 3. | SDO(Electrical)<br>PB-3 Rs.9300-34800<br>+ 5400 GP | 01 | a) Officers of the CPWD / State PWD or similar organized services / Government PSU / Statutory or Autonomous organization / Government University, Institutes of national importance, holding analogous post on regular basis; or<br>b) Possessing educational qualification and experience as prescribed as below: Essential: First class Bachelor's degree or equivalent grade in Engineering (Electrical Engineering) from a recognized University / Institute. | Experience in handling large construction, planning and execution of electrical engineering projects; knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software applications. |
| 4. | Superintendent<br>PB-2 Rs.9300-34800<br>+ 4200 GP  | 02 | Officers from the Central or State Governments or Universities or Autonomous bodies or PSUs holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs.9300-34800 + GP Rs.3600 in the parent cadre/ department; Knowledge of Government rules and regulations.                                                             | (a)Candidate having good working experience in IT support                                                                                                                                                             |
| 5. | Clerk<br>PB-1 Rs.5200-20200<br>+ 1900 GP           | 02 | Official under Central or State Govt / Government University.<br>i). Holding analogous post on regular basis<br>(ii) Working knowledge in Computer Applications.                                                                                                                                                                                                                                                                                                   | (a)Well versed with noting, drafting and business communication<br>b) Knowledge of end-to-end tour and travel management<br>c) IT skills are mandatory                                                                |
| 6. | Assistant<br>PB-2 Rs.9300-34800<br>+ 3600 GP       | 03 | (a) (i)Officers from the Central or State Governments or Universities or Autonomous Bodies or PSUs                                                                                                                                                                                                                                                                                                                                                                 | (a)Well versed with noting, drafting and business communication                                                                                                                                                       |

|  |  |  |                                                                                                                                                                                                                                                                                                                       |                                                                                     |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  | holding analogous posts on regular basis in the parent cadre or department; or<br>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in PB-1 Rs. 5200-20200+GP Rs. 2400 in the parent cadre/department; and<br>(iii) Working knowledge in Computer Applications. | b) Knowledge of end-to-end tour and travel management<br>c) IT skills are mandatory |
|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

### **Instructions to the candidates**

1. The Candidate must be citizen of India.
2. Age: The maximum age limit is 55 years as on last date of receipt of application.
3. All appointments will be as per the rules of University/ Haryana Govt.
4. Good knowledge of computer applications will be a distinct plus.
5. Knowledge of Hindi/Sanskrit upto matric level is essential.
6. The required qualification and relevant experience etc for eligibility shall be determined as on the last date of receipt of application.
7. All qualifications must be 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. Qualifications obtained through distance mode are not admissible for teaching posts in science and technology. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.
8. 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 test/ interview/ skill test. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.
9. The vacancy shown in advertisement is indicative and may increase or decrease 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.
10. No TA/DA is payable for attending the interview.
11. The prescribed essential qualifications are minimum and mere possession of the same does not entitle a candidate to be called for interview. Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the University to interview all these candidates, the University may restrict the number of candidates for interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement or by holding screening test or any method devised by the University
12. 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.

13. Minimum three applications are mandatory for any of the posts advertised for conducting the interview/test. If minimum three applications are not received for any post, the interview/test will not be conducted by the University

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 appointments on deputation basis shall be for a period of **three years** extendable further as per state Government rules. These appointments shall be on the following terms and conditions:

a) Application in the prescribed format along with the complete and up to date CR dossiers/ Assessment reports of the officers for the last 5 years duly attested may be forwarded before the test/ Interview.

b) No disciplinary/Vigilance case is pending or contemplated against the officer.

c) It must also be certified that honesty and integrity of the officer is of high order.

d) No major/ minor penalty has been awarded to him during the last ten years.

e) The pay will be protected as per University rules.

16. 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.

17. 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.

18. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.

19. Canvassing in any form will be treated as disqualification.

20. The Chairman selection committee shall have the power to lay down the procedure in respect of any matter not mentioned above.

**REGISTRAR**



# SHRI Vishwakarma Skill University (SVSU)

(Enacted by the Act 25 of 2016, State of Haryana)

## (Application for Recruitment on deputation positions)

1. Advertisement No. : \_\_\_\_\_
2. Post applied for : \_\_\_\_\_
3. Full Name : \_\_\_\_\_  
(in Blocks)
4. Date of Birth : \_\_\_\_\_
5. Age as on the last date.  
: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)
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 : \_\_\_\_\_  
Mobile \_\_\_\_\_
13. Telephone No. : Landline (with STD Code) \_\_\_\_\_  
E-Mail \_\_\_\_\_  
\_\_\_\_\_ Gen/ SC/ST/ BC/ ESM/Others
14. Category : \_\_\_\_\_
15. State to which you : \_\_\_\_\_  
Belong

Affix Recent  
Passport Size  
Photo

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

| Examination<br>Passed | Universities/ Board/<br>Institution/ Council of<br>Examination | Month/<br>Year of<br>Passing | Marks<br>Obtained/<br>Total Marks | %age<br>of<br>Marks | Subjects |
|-----------------------|----------------------------------------------------------------|------------------------------|-----------------------------------|---------------------|----------|
|                       |                                                                |                              |                                   |                     |          |
|                       |                                                                |                              |                                   |                     |          |
|                       |                                                                |                              |                                   |                     |          |
|                       |                                                                |                              |                                   |                     |          |
|                       |                                                                |                              |                                   |                     |          |
|                       |                                                                |                              |                                   |                     |          |
|                       |                                                                |                              |                                   |                     |          |

\* Please attach relevant certificates.

17. Details of previous/ current employment: Give particulars below

| Name of the<br>Organization | Period of Service |    | Designation | Scale<br>with GP | Basic<br>Pay | Total<br>monthly<br>Emoluments | Nature of<br>duties<br>performed |
|-----------------------------|-------------------|----|-------------|------------------|--------------|--------------------------------|----------------------------------|
|                             | 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 is 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: \_\_\_\_\_



**Certificate to be recorded by the employer while forwarding the application**

Certified that the above particulars filled by Sh./ Smt.  
\_\_\_\_\_ Designation \_\_\_\_\_ have been  
verified and found correct. The date of his/ her appointment in the present substantive grade of  
\_\_\_\_\_ is \_\_\_\_\_. It is also certified that no vigilance case is pending or  
contemplated against him/her. Attested copies of his/ her ACRs for the last 5 years are enclosed.  
Certified that no major/ minor penalties were imposed on the Officer during the last ten years of  
his/ her service. In case the officer is selected he/ she will be relieved within 15 days of receiving  
the intimation.

**Signature of the employing  
Authority with stamp & date**