

Haryana Vishwakarma Skill University

Enacted by the Act 25 of 2016, State of Haryana

Advertisement. No. HVSU/17/Estt./002

Walk –in- interview for the Contractual/ Deputation positions

The Government of Haryana passed an Act 25 of 2016 to establish and incorporate a Skill University in the State to facilitate and promote skill, entrepreneurship development, skill based education and research in the emerging areas of various sectors and to raise skill level in various fields related to these areas and for matters connected therewith or incidental thereto.

Applications are invited from suitable candidates on a prescribed form for contractual / deputation positions of **(1) Dean (One) (2) Controller of Examination (One) 3) Deputy Registrar (One) 4) Senior Accounts officer 5) Superintendent (One) and 6) Assistant (Two)**

Note: - For Application form, criteria of Eligibility, Qualifications, Experience and Salary, please visit the university website (www.hvsu.ac.in)

- (1) For selection on contract basis, engagement will be for a period of Six months.
- (2) For selection on deputation basis, Period of deputation will be for three years initially, which will be extendable as per rule.
- (3) Bring bio-data along with copies of original testimonials and certificates at the time of interview in the office of the undersigned.
- (4) The number of the posts may vary. No separate information of interview shall be sent. No TA/DA shall be paid by the University.

**Date/Time of Interview: 21st June 2017 at 09:30 AM (For positions 1 & 2) and
22nd June 2017 at 09:30 AM (For positions 3, 4, 5 & 6)**

**Venue of Interview: Haryana Institute of Public Administration, 76, HIPA Complex, Sector-18,
Gurugram, Haryana 122001**

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Eligibility and Qualification/ Experience for Posts

S. No	Name of Post(s)/ mode of recruitment	No. of Post(s)	Considered Salary	Qualification/ Experience	Desirable
1.	Dean (Deputation)	01	37400-67000 (GP-10000)	<p>1.A Ph.D. degree with First class at Bachelor's or Master's degree in the any branch of Engineering, Management, Health-Care, Computer Science, Social Science and experience of 10 years in teaching research and / or industry/ academic institutions, out of which at least 05 years of teaching experience.</p> <p style="text-align: center;">OR</p> <p>In the event the candidate is from industry and the profession, the following shall constitute as essential:</p> <p>a) First Class Master's Degree in any branch of Engineering, Management, Health-Care, Computer Science, Social Science.</p> <p>b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in any branch of Engg. & Tech. and industrial/professional experience of 10 years out of which at least 05 years of teaching experience.</p> <p>Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice Chancellor of the University.</p> <p>2. Without prejudice to the above, the following conditions may be considered desirable:</p> <ul style="list-style-type: none"> • Teaching, research industrial and/or professional experience in a reputed organization; • Published work, such as research papers, patents filed/ obtained, books, and/or technical reports; • Experience of guiding the project work/ dissertation of PG / Research Students or supervising R&D projects in industry; • Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities; <p>Capacity to undertake / lead sponsored R&D, consultancy and related activities.</p> <p>(i) Contribution to educational innovation, design of new curricula and technology-mediated teaching learning process.</p> <p>(ii) An outstanding professional, with an exceptional accomplishment established in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p> <p>iii) Professional should have experience in any of the sectors viz. automobile, agriculture, apparel & textiles, IT&ITES, healthcare, Banking & Finance, retail, hospitality, electrical& electronics, construction, transport and logistics.</p> <p>(iv) Understand NSQF and various job roles, course, curriculum and has experience in management of the CBSE/AICTE/UGC/ Technical institutions.</p> <p>v) Knowledge of Hindi/Sanskrit up to Matric</p>	<p>a) An outstanding professional with complete knowledge of vocational education, skill development ecosystem and its stakeholders.</p> <p>b) Have in-depth knowledge and understanding of National Occupational Standards & National Qualification Framework.</p> <p>c) Overall sectorial & Industry knowledge ability to analysis / collate demands and prepare a sustainable plan/models of skill programs / courses / work-study model and skilling framework.</p> <p>d) Establish national and international sectorial partnerships.</p> <p>e) Support in establishing digital courseware.</p> <p>f) Develop entrepreneurship development program.</p> <p>g) IT skills are mandatory.</p> <p>h) Preference will be given to postgraduate in management and Ex-servicemen/retired employee.</p>

2.	Controller of Examination (Deputation)	01	37400-67000 (GP-10000)	<p>(i) Master's Degree with at least 55% of the marks Or its equivalent grade of B in the UGC seven-point scale.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs 7000/- and above or with 8 years of service in the AGP of Rs 8000/- and above including as Associate Professor along with experience in Educational Administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and / or other institutions of higher education. OR 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric</p>	<p>a) An outstanding professional with complete knowledge of vocational education, skill development ecosystem and its stakeholders.</p> <p>b) Have in-depth knowledge and understanding of National Occupational Standards & National Qualification Framework.</p> <p>c) Overall sectorial & Industry knowledge ability to analysis / collate demands and prepare a sustainable plan/models of skill programs / courses / work-study model and skilling framework.</p> <p>d) Establish national and international sectorial partnerships.</p> <p>e) Support in establishing digital courseware.</p> <p>f) Develop entrepreneurship development program.</p> <p>g) IT skills are mandatory.</p> <p>h) Preference will be given to postgraduate in management and Ex-servicemen/retired employee.</p>
3.	Deputy Registrar (Contract / Deputation)	01	52200 [Contractual] 15600-39100 (GP-7600) [Deputation]	<p>(1) Master's Degree with at least 55% of the marks along with Good Academic Record from a recognized university.</p> <p>(2) 9 years of experience as Assistant Professor experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">or</p> <p>5 years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>i) Knowledge of Hindi/Sanskrit up to Matric</p>	<p>Preference will be given to candidate having good working experience in infrastructure, development and civil projects.</p> <p>a) Candidate can be from engineering background.</p> <p>b) IT skills are mandatory</p> <p>c) Preference will be given to Ex-servicemen/retired employee.</p>
4	Senior Accounts Officer (Deputation)	01	15600-39100 (GP-6000)	The persons already working as senior accounts officer in Haryana Government Departments.	<p>a) Well versed in the financial / accounting systems.</p> <p>b) Experience in computer systems, finance/accounts related software handling for information processing and retrieval.</p> <p>c) IT skills are mandatory</p>
5.	Superintendent (Contract / Deputation)	01	32625 (Contractual) 9300-34800 (GP-4200) [Deputation]	<p>(1) A Bachelor degree from a recognized university.</p> <p>(2) At least 10 years' experience in Administration and Establishment /Accounts and Finance / HR / Purchase work</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric</p>	<p>a) Handled position of Assistant in Recognized University or institution.</p> <p>b) Preference will be given to candidate having good working experience in IT support</p> <p>c) Preference will be given to Ex-servicemen/retired employee.</p>

6.	Assistant (Contract / Deputation)	02	30375 (Contractual) 9300-34800 (GP-3600) [Deputation]	(1) A Bachelor's degree from a recognized university. (2) At least 5 years' experience in Administration and Establishment /Accounts and Finance / HR / Purchase work of which at least 3 years should be as UDC or equivalent in a University / Govt. / Public /Private Sector / Undertaking of repute. Good knowledge of computer applications. (iii) Knowledge of Hindi/Sanskrit up to Matric	a) Well versed with noting, drafting and business communication b) Knowledge of end-to-end tour and travel management c) IT skills are mandatory d) Preference will be given to Ex servicemen/retired employee.
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Haryana Vishwakarma Skill University (HVSU)

(Application for Recruitment on Contract Basis)

1. Advertisement No. : _____
2. Post applied for : _____
3. Full Name : _____
(in Blocks)
4. Date of Birth : _____
5. Age as on 01.07.2016: _____
6. Gender : ____/____/____ (DD/MM/YYYY)
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

Affix Recent
Passport Size
Photo

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 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: _____

Haryana Vishwakarma Skill University (HVSU)

(Application for Recruitment on Deputation Basis)

1. Post Applied for :
2. Name and Address of Applicant :
(Block Letter)
3. Date of Birth :
4. Date of Entry into Govt. Service :
5. Date of Retirement :
6. Whether SC/ ST/ OBC :
7. Educational Qualifications :
Whether Educational and other Qualifications required for the post is satisfied?
Educational Qualifications (From matriculation/ SSC onwards):

Affix Recent Passport Size Photo

Examination Passed	Universities/ Board/ Institution/ Council of Examination	Month/ Year of Passing	Marks Obtained/ Total Marks	%age of Marks	Subjects

8. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post?

Please explain the relevance of your experience & contribution in your immediate and past organization's & job roles, in the context of the experience required for the post being applied for through this application. (Approx. 250 Words)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

9. Details of Employment in chronological order.

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/ Institution/ Organization	Post Held	From (date)	To (date)	Pay Band/ Pay Grade	Nature of Appointment i.e. whether Adhoc/ Deputation	Nature of Duties

10. Present Pay (Pay Band & Grade Pay) and Date from which it is drawn.

11. Additional details about present employment.

Please state whether working under

a) Central Government :

- b) State Government :
- c) Autonomous Organization :
- d) Public Sector Undertaking :
- e) Others (Please Specify) :

12. Total Emoluments per month now drawn:

13. Additional Information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient.)

14. Remarks, if any:

Signature of the Candidate

Note:

1. If needed, please append additional sheet to address descriptive answers in the form.
2. Please append self-attested copies of supporting documents required as per the recruitment notification.

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 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