

Haryana Vishwakarma Skill University

Enacted by the Act 25 of 2016, State of Haryana

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) Joint Director (Two), 2) Deputy Director (Two), 3) Assistant Deputy Director (Six), 4) Senior Skill Coordinator (One), 5) Assistant Skill Coordinator (One), 6) Deputy Registrar (Two), 7) Accounts Officer (One), 8) Assistant Registrar (Two), 9) Superintendent (One), 10) Assistant (Two)**

Note: - For Application form, criteria of Eligibility, Qualifications and 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) Bring bio-data along with copies of original testimonials and certificates at the time of interview in the office of the undersigned.
- (3) 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: 11th April 2017 at 9:30 AM (For positions 1, 2, 3, 4 & 5) and
12th April 2017 at 9:30AM (For positions 6, 7, 8, 9 & 10)**

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

VICE CHANCELLOR

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.	Joint Director (Contract)	2	106650	<p>(1) Master's Degree with at least 55% of the marks in Engineering, Management, Health-Care, Computer Science, Social Science.</p> <p>(2) A minimum of 15 years of teaching/Industry experience or experience in research at the University/National level institutions and/or research/policy papers.</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) 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 Standard & 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.	Deputy Director (Contract)	2	104400	<p>(1) Master's Degree with at least 55% of the marks in Engineering, Management, Health-Care, Computer Science, Social Science.</p> <p>(2) A minimum of 10 years of teaching/Industry experience or experience in research at the University/National level institutions. And/or research papers.</p> <p>(i) 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>(ii) 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 Standard & 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) IT skills are mandatory</p> <p>g) Preference will be given Ex-servicemen/retired employee.</p>

3.	Assistant Deputy Director (Contract)	6	48600	<p>(1) Master's Degree with at least 55% of the marks in Engineering, Management, Health-Care, Computer Science.</p> <p>(2) A minimum of 5 years of teaching/Industry experience or experience in research at the University/National level institutions. and/or research/policy papers.</p> <p>i) 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>ii) 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 Standard & 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) Support in establishing digital courseware</p> <p>e) IT skills are mandatory</p> <p>f) Preference will be given Ex-servicemen/retired employee.</p>
4.	Senior Skill Coordinator (Contract)	1	48600	<p>(1) Master's Degree with at least 55% of the marks along with Good Academic Record from a recognized university</p> <p>(2) At least 5 years of experience around content and curriculum development in domain viz. banking & finance and IT & ITES. Proficiency to impart effective sales training skills</p> <p>3) Expertise in imparting training including soft skills, English communication skills and human resource development.</p> <p>i) Knowledge of Hindi/Sanskrit up to Matric</p>	<p>a) Ability to understand skill effectiveness methodology and enhancement mechanism</p> <p>b) Knowledge of handling classroom, student and overall learning management</p>
5.	Assistant Skill Coordinator (Contract)	1	32625	<p>(1) Bachelor Degree with at least 55% of marks from a recognized university</p> <p>(2) 5 years of administrative experience, also exposure in content and curriculum development in soft skills, proficiency to impart training.</p> <p>i) Knowledge of Hindi/Sanskrit up to Matric</p>	<p>a) Experience in data tabulation and analysis, exposure to digital platform and web based assessment</p> <p>b) Well versed in high impact presentation preparation skills</p> <p>c) Preference 1- 2 years of skills training</p>

S. No	Name of Post(s)	No. of Post(s)	Considered Salary	Qualification/ Experience	Desirable	Age
6.	Deputy Registrar (Contract / Deputation)	2	52200	(1) Master's Degree with at least 55% of the marks along with Good Academic Record from a recognized university (2) 9 years of experience as Assistant Professor. experience in research establishment and / or other institutions of higher education. Or 5 years of administrative experience as Assistant Registrar or in an equivalent post. i) Knowledge of Hindi/Sanskrit up to Matric	Post(1) Preference will be given to candidate having good working experience in institutional administration. Post (2) Preference will be given to candidate having good working experience in infrastructure, development and civil projects. i) Candidate can be from engineering background. ii) IT skills are mandatory	Retired or Ex-service preferred
7.	Assistant Registrar (Contract/ deputation)	2	47250	(1) Master's Degree with at least 55% of marks along with Good Academic Record from a recognized university. (2) 5 years of service in the lower grade i.e. Section Officer or its equivalent i) Knowledge of Hindi/Sanskrit up to Matric	Post(1) Preference will be given to candidate having good working experience in institutional administration, establishment, HR, purchase and finance Post (2) Preference will be given to candidate having good working experience in infrastructure, development and civil projects. i) Candidate can be from engineering background. ii) IT skills are mandatory	Retired or Ex-service preferred
8.	Accounts Officer (Contract / deputation)	1	32175	(1) Bachelor Degree in Account & Finance with at least 55% of marks from a recognized university (2) 5 years of administrative experience, should be related same post. i) Knowledge of Hindi/Sanskrit up to Matric	a) Well versed in the financial / accounting systems. b) Experience in computer systems, finance/accounts related software handling for information processing and retrieval. c) IT skills are mandatory	Retired or Ex-service preferred

9.	Superintendent (Contract / deputation)	1	32625	(1) Bachelor Degree with at least 55% of marks from a recognized university (2) At least 10 years' experience in Administration and Establishment / Accounts and Finance / HR / Purchase work	a) Handled position of Assistant in Recognized University or institution. b) Preference will be given to candidate having good working experience in IT support	Retired or Ex-service preferred
10.	Assistant (Contract / deputation)	2	30375	(1) A Bachelor's Degree with at least 55% marks 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.	1) Well versed with noting, drafting and business communication 2) Knowledge of end-to-end tour and travel management 3) IT skills are mandatory	Retired or Ex-service preferred

Haryana Vishwakarma Skill University (HVSU)
(Application for Recruitment on Contract Basis)

Affix Recent
Passport
Size
Photograph
Duly Singed

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

13. Telephone No. : Mobile _____
Landline (with STD Code) _____
E-Mail _____
14. Category : _____ Gen/ SC/ST/ BC/ ESM/ Others
15. State to which you : _____
belong
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 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: _____

Haryana Vishwakarma Skill University (HVSU)
(Application for Recruitment on Deputation Basis)

1. Post Applied for :
2. Name and Address of Applicant :
(Block Letters)
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):



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