



## Shri Vishwakarma Skill University Dudhola Palwal

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

### Advertisement No. SVSU/18/ENTD/010

#### **Walk- in –Interview for Recruitment of Public Relation Officer on Contractual basis**

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.

Walk in Interview for engaging of **Public Relation Officer** will be held as per Schedule given below:

1. For selection on contractual basis, engagement will be for a period of **Six months** initially.
2. Bring filled prescribed Application form and one self attested Copy of relevant testimonials and certificates along with the original testimonials and certificates at the time of interview in the office of the undersigned.
3. The University reserves the right to increase/ decrease the number of posts or it may not fill the post advertised without assigning any reason.
4. No separate information of interview shall be sent. **No TA/DA shall be paid by the University.**

<b>15/12/18 at 11: 00 AM (Reporting Time)</b>	<b>Venue of Interview : SVSU Gurugram Transit Office at Sector- 44 Gurugram-122003</b>
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**Interested candidates can send advance copy of application form along with copy of certificates through email to [pro.svsu@gmail.com](mailto:pro.svsu@gmail.com)**

**REGISTRAR**

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

S. No	Name of Post(s)/ Mode of recruitment/ Consolidated Salary	No. of Post(s)	Qualification/ Experience	Desirable
1.	Public Relation Officer (Contractual) 6 months Rs 47250/-PM	01(UR)	1.A Degree from a recognized University/ institution with a Post-Graduation/ Diploma in Public Relations / Corporate Communication/Journalism/Mass Communication with 10 years' experience in the field of Public Relations/ Corporate Communication/Journalism/ Mass Communication.  2. Knowledge of Hindi/Sanskrit up to Matric	(i).Experience of Press Releases, Press Meets, Press Clarifications, Distinguished Lecture Series, Inaugural Lecture Series, Applying for University Rankings, University Online bilingual Newsletter, Preparation and Publication of Annual Report, Preparation and Publication of University yearly Calendar, Campus Concert Series, Social Media, Website Management and Placement Cell activities, Planning, development and implementation of Public Relation strategies; Coordinating with institute stakeholders and answering queries and enquiries from media, and other related organizations through written and oral communication (via telephone, email, fax, etc ),Organizing events such as press conferences, open days and media tours to various units, departments, laboratories, etc., 8. Addressing the media at the Press Conferences, Managing and updating information on social media sites such as Twitter and Facebook. Interacting and engaging with various stakeholders on social media. <b>ii) IT skills are mandatory</b>

### Instructions to the candidates

1. The Candidate must be citizen of India.
2. All appointments will be as per the rules of University/ Haryana Govt.
3. Good knowledge of computer applications will be a distinct plus.
4. Knowledge of Hindi/Sanskrit upto matric level is essential.
5. The required qualification and relevant experience etc for eligibility shall be determined as on the date of Walk-in Interview .
6. 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.
7. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle for selection/ interview. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.
8. 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.
9. No TA/DA is payable for attending the interview.
10. 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.
11. 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
12. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
13. 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.
14. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of Interview etc.
15. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.
16. Canvassing in any form will be treated as disqualification.
17. 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)

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## (Application for Recruitment of Public Relation Officer)

1. Advertisement No. : \_\_\_\_\_
2. Post applied for : \_\_\_\_\_
3. Full Name : \_\_\_\_\_  
(in Blocks)
4. Date of Birth : \_\_\_\_\_
5. Age as on the date of Walk-in-interview. : \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (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 \_\_\_\_\_  
Landline (with STD Code) \_\_\_\_\_
13. Telephone No. : 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	Scale with GP	Basic Pay	Total monthly Emoluments	Nature of duties 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**