



Shri Vishwakarma Skill University Dudhola Palwal

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

Advertisement No. SVSU/18/ENT /007

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. invites online application for various non-academic posts on regular basis up to **30.11.2018 (12.00 midnight)** For detail of posts along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website www.hvsu.ac.in. **No offline applications will be accepted.**

On line applications are invited with **opening date 07.11.2018 and closing date 30.11.2018 (12:00 midnight)** from suitable candidates for **Regular** positions as mentioned below:

S. No.	Name of Post	No.	S. No.	Name of Post	No.
1.	Deputy Registrar	02 (UR)	16.	Web site Administrator	01 (UR)
2.	Dy Director (Industry Integration Cell)	01 (UR)	17.	Network Administrator	01 (UR)
3.	Dy Director (Capacity Building)	01 (UR)	18.	Skill Instructor (Communication Skill)	03 (UR)
4.	Assistant Registrar	4 (UR) 1(SC)	19.	Skill Instructor (Automotive Studies/ Robotics)	03 (UR) 01 (SC)
5.	OSD to VC	01 (UR)	20.	Skill Instructor (Electrical)	01 (BC-A)
6.	Law Officer	01 (UR)	21.	Skill Instructor (Computer Science Engg./ IT)	02 (UR)
7.	Superintendent	04 (UR) 01 (SC) 01 (BC-A)	22.	Skill Instructor (Electronics)	01 (UR)
8.	Assistant	04(UR) 01 (SC)	23.	Skill Instructor (Agriculture)	01 (UR)
9.	JE (Civil)	01 (UR)	24.	Skill Instructor (Yoga)	01 (UR)
10.	JE (Electrical)	01 (UR)	25.	Skill Instructor (Hospitality and Tourism)	01 (UR)

S. No.	Name of Post	No.	S. No.	Name of Post	No.
11.	JE (Horticulture)	01 (UR)	26.	Skill Instructor (Civil)	01 (UR)
12.	Personal Secretary	01 (UR)	27.	Clerk	4 (UR) 1(SC)
13.	Storekeeper	01 (UR)	28.	Driver	01 (UR)
14.	Jr Programmer	01 (UR)	29	Peon	03 (UR)
15.	Steno Typist	02 (UR)	-	-	-

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. Age limit & other related conditions as prescribed in Table 1: The maximum age limit as mentioned in the Eligibility condition for the post mentioned in Advertisement No. SVSU/18/ENT/007.
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 Selection Criteria is notified as prescribed in **Table-2**
10. 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.
11. No TA/DA is payable for attending the interview.
12. 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
13. 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.

14. No change in the category of any candidate is allowed after submission of application form. No correspondence/email/ phone will be entertained in thiPs regard.

15. 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

16. Candidates willing to apply for the advertised post are requested to apply On line applications with opening date **07.11.2018 and closing date 30.11.2018(12:00 midnight)** the University website www.hvsu.ac.in .

17. The online application processing fee for the post will be Rs. 1000/- for Class A & B Posts (Rs. 250/- for SC/ST/Female candidates of Haryana), Rs. 500/- for Class C & D Posts (Rs. 125/- for SC/ST/Female candidates of Haryana). The PWD/ESM candidates are exempted from payment of requisite fee.

18. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.

19. The candidates, who are in employment in Government service should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of interview, otherwise their application will not be entertained.

20. 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.

21. 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.

22. 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.

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

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

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

REGISTRAR

Table:1

Eligibility Criteria (9-A)

1. Deputy Registrar

1	Name of the Post	Deputy Registrar
2	Number of Posts	02 (UR)
3	Classification	A
4	Pay Band	15600-39100+7600
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	50 years
7	Educational and other qualification required for direct recruits	Master's Degree /LLB with at least 55% or its equivalent grade of B in the UGC seven-point scale. Nine years of experience as Assistant Professor with A.G.P of 6000 and above with experience in educational administration OR Comparable experience in research establishment and/or other Institution of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post.
8	Period of probation if any	2 Years

2. Deputy Director (Industry Integration Cell)

1	Name of the Post	Deputy Director (Industry Integration Cell)
2	Number of Posts	01 (UR)
3	Classification	A
4	Pay Band	15600-39100+7600
6	Mode of Recruitment	Direct
7	Age limit for direct recruits	50 years
	Educational and other qualification required for direct recruits	Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. A minimum of 10 years of administrative or Industry experience in corporate relation / training / placement/ industry integration/ contract management etc. at the level of Assistant Professor or equivalent.
8	Period of probation if any	2 Years

3. Deputy Director (Capacity Building)

1	Name of the Post	Deputy Director (Capacity Building)
2	Number of Posts	01 (UR)
3	Classification	A
4	Pay Band	15600-39100+7600
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	50 years
7	Educational and other qualification required for direct recruits	Master's Degree with at least 55% or its equivalent grade of B in the UGC seven-point scale. A minimum of 10 years of teaching or Industry or administrative experience in the area of training/ Curriculum Development/ Pedagogy/ instructional design etc. at the level of Assistant Professor or equivalent
8	Period of probation if any	2 Years

4. Assistant Registrar

1	Name of the Post	Assistant Registrar
2	Number of Posts	04 (UR), 01 (SC)
3	Classification	B
4	Pay Band	15600-39100+5400
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	50 years
7	Educational and other qualification required for direct recruits	Master's Degree /LLB with at least 55% or its equivalent grade of B in the UGC seven-point scale. OR B.E./B.Tech with first division or its equivalent grade. 5 years of experience as Assistant Professor in a college or a University with experience in educational administration OR 5 years' experience as superintendent in a University / examining body conducting public examination OR comparable experience in research establishments and / or institutions of higher education.
8	Period of probation if any	2 Years

5. OSD to V.C.

1.	Name of the Post	OSD to V.C.
2.	Number of Post	1 (UR)
3.	Classification	B
4.	Pay Band	15600-39100+5400
5.	Mode of Recruitment	Direct
6.	Age Limit for Direct recruit	50
7.	Educational and other qualification required for direct recruits	Master's Degree /LLB with at least 55% or its equivalent grade of B in the UGC seven-point scale. OR B.E./B.Tech with first division or its equivalent grade. 5 years of experience as Assistant Professor in a college or a University with experience in educational administration OR 5 years' experience as superintendent in a University / examining body conducting public examination OR comparable experience in research establishments and / or institutions of higher education.
8.	Period of probation if any	2 years

6. Law Officer

1	Name of the Post	Law Officer
2	Number of Posts	01 (UR)
3	Classification	B
4	Pay Band	9300-34800+5400
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	50 years
7	Educational and other qualification required for direct recruits	LLB first division (Profession degree), with at least 8 years' experience of practicing in court of law preferably in service matters.
8	Period of probation if any	2 Years

7. Superintendent

1	Name of the Post	Superintendent
2	Number of Posts	04 UR , 01 SC, 01 BC –A
3	Classification	B
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	50 years
7	Educational and other qualification required for direct recruits	Bachelor degree with at least 50% marks and 5 years' experience as Deputy Superintendent or 8 years' experience as Assistant from University/ Colleges/ Educational Institutions/Govt./Semi Govt./ PSU/Corporations.
8	Period of probation if any	2 Years

8. Assistant

1	Name of the Post	Assistant
2	Number of Posts	04 (UR) , 01(SC)
3	Classification	C
4	Pay Band	9300-34800+3600
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Bachelor Degree with 50% marks from recognized University with 05 years' experience as Clerical Cadre in Govt./Semi Govt. /Govt. Aided/ University/ affiliated College/ Professional institution/industry.
8	Period of probation if any	2 Years

9. J.E (Civil)

1	Name of the Post	J.E (Civil)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4000
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B. E/ B.Tech in Civil / Allied Branch from AICTE approved institution in Regular mode with 60% and having experience of 2 years' experience of Civil works in Govt./public/private organization;</p> <p>OR</p> <p>B.Voc degree with 55% marks in Civil or allied branch with a skill certificate in atleast one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 04 years' experience of Civil works in Govt./public/private organization</p> <p>OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Civil Engineering/ allied branch from recognized Institution with five years' experience of Civil works in Govt./public/private organization.</p>
8	Period of probation if any	2Years

10. J.E (Electrical)

1	Name of the Post	J.E (Electrical)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4000
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years

7	Educational and other qualification required for direct recruits	<p>B. E/ B.Tech in Electrical / allied branches from AICTE approved institution in and Regular mode with 60% and having experience of 2 years' of Electrical works in Govt./public/private organization.; OR</p> <p>B.Voc degree with 55% marks in Electrical or its equivalent with a skill certificate in atleast one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institute/university on full time regular mode basis, with four years of Electrical works in Govt./public/private organization. OR</p> <p>Three years' Diploma (Regular Mode) with 60% in Electrical Engineering/ allied branch from recognized Institution with five years' experience of Electrical / works in Govt./public organization.;</p>
8	Period of probation if any	2Years

11. J.E (Horticulture)

1	Name of the Post	J.E (Horticulture)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4000
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.Sc. (Agriculture) with horticulture as elective in Regular mode with 2 years of experience in Govt./Public undertaking. OR</p> <p>B.Sc. (Horticulture) with 2 years of experience in Govt./Public Undertaking OR</p> <p>B.Voc. with at least 55% or its equivalent in Agriculture /Horticulture or concerned/allied/relevant with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 2 years of experience in Govt./Public Undertaking</p>

8	Period of probation if any	2Years
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12. Personal Secretary

1	Name of the Post	Personal Secretary
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>i. Graduate with Minimum 5 years' experience as Personal Assistant with good inter personal skills, fluency in English with effective communication skills.</p> <p>ii. The Candidate should be computer literate with Microsoft proficiency, excellent shorthand speed of 120 w.p.m. and accurate computer typing speed of 45 w.p.m.</p>
8	Period of probation if any	2Years

13. Storekeeper

1	Name of the Post	Storekeeper
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	5200-20200+1900
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Graduate with 50% OR B. Voc in with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above with 5 years' experience as junior store keeper in in Govt./Semi Govt. /Govt. Aided/ University/ affiliated College/ Professional institution/industry.
8	Period of probation if any	2Years

14. Junior Programmer

1	Name of the Post	Junior Programmer
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.Tech. with 55% marks with 3 Years' experience in Computer Science & Engineering, Computer Science, Software Engineering/Information Technology. OR</p> <p>Master's degree with 55% with 3 Years' experience in Computer Application/Computer Science/Software Engineering/IT/CSE or equivalent. OR</p> <p>A Graduate with 55% marks in Computer Application/Computer Science/Software Engineering/IT/CSE or equivalent and two years' experience in software development in a Government department/ Statutory Board/ Public Sector Undertaking/ Private/Public Limited/industry.</p>
8	Period of probation if any	2Years

15. Steno – Typist

1	Name of the Post	Steno – Typist
2	Number of Posts	02 (UR) (01 Hindi, 01 English)
3	Classification	C
4	Pay Band	5200-20200+1900
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42Years
7	Educational and other qualification required for direct recruits	<p>Graduation with 50% of a recognized University</p> <p>Ii. The candidate shall have to qualify the Test in Computer Appreciation and Application. This test</p>

		<p>will be based on Introduction to computer & Windows. Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management.</p> <p>iii. The candidate shall have to qualifies a test in stenography in English at the speed of 80 words per minutes and transcription thereof on commuter at the speed of 15 word per minutes (8% mistakes are allowed) OR In Hindi shorthand speed of 64 w.p.m. and transcription at a speed of 11 w.p.m. (8% mistakes are allowed)</p>
8	Period of probation if any	2Years

16. Website Administrator

1	Name of the Post	Website Administrator
2	Number of Posts	01 (UR)
3	Classification	B
4	Pay Band	9300-34800+5400
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>1.B.E./B.Tech /M.Tech./M.Sc. (Computer Science /IT)/ MCA with 55% marks OR 'B'/'C' Level course from DOEACC/NIELIT</p> <p>2.Min. 3 years' experience as Programmer in Software Development/Web portal Management/ application development in a reputed organization.</p>
8	Period of probation if any	2Years

17. Network Administrator

1	Name of the Post	Network Administrator
2	Number of Posts	01 (UR)
3	Classification	B
4	Pay Band	9300-34800+5400

5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E./B.Tech /M.Tech. /M.Sc. (Computer Science /IT)/ MCA with 55% marks OR 'B'/'C' Level course from DOEACC/NIELIT</p> <p>Three years of experience in LAN& WAN design and management in Public/Private sector organization having a large no. of nodes. Hands on expertise in ADS, DNS, DHCP, SAMBA, FTP, Apache, ISA, Exchange, Email and Proxy servers on windows and UNIX/LINUX platform. Should have excellence in Cisco switches and routers configuration. Very good hands on network troubleshooting/ performance issues in Windows/LINUX systems, Backup and recovery tools, Window installations.</p>
8	Period of probation if any	2Years

18. Skill Instructor (Communication Skill)

1	Name of the Post	Skill Instructor (Communication Skill)
2	Number of Posts	03 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>Masters with at least 55% in English, on full time regular mode basis with minimum of three years' practical experience as soft skill trainer</p> <p>OR</p> <p>Bachelor's with at least 55% with English, on full time regular mode as a major subject, with six years' practical experience as soft skill trainer.</p>

8	Period of probation if any	2Years
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19. Skill Instructor (Automotive Studies/ Robotics)

1	Name of the Post	Skill Instructor (Automotive Studies/ Robotics)
2	Number of Posts	03(UR), 01(SC)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E./B.Tech with at least 55% or its equivalent in Electronics/Mechanical/Instrumentation / Robotics/ Mechatronics or concerned/allied/relevant disciplines from AICTE recognized institution/ University on full time regular mode basis with three years' shop floor/practical experience in reputed industry/ Institution. OR</p> <p>B.Voc degree with 55% marks in Electronics/Mechanical/Instrumentation / Robotics/ Mechatronics or its equivalent with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institute/university on full time regular mode basis, with four years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>A first class Engineering Diploma of three years or its equivalent in Electronics /Mechanical/ Instrumentation /Mechatronics/Robotics or concerned/allied/relevant disciplines from any State Board of Technical Education, with six years' shop floor/ practical experience in reputed industry/ institution. OR</p> <p>National Trade certificate/ National Apprenticeship Certificate in relevant trade with eight years' shop floor/practical experience in reputed industry/ Institution.</p>
8	Period of probation if any	2Years

20. Skill Instructor (Electrical)

1	Name of the Post	Skill Instructor (Electrical)
2	Number of Posts	01 (BC -A)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E./B.Tech with at least 55% or its equivalent in Electrical Engineering or concerned/allied/relevant disciplines from AICTE recognized institution/ University on full time regular mode basis, with three years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>B.Voc degree with 55% marks in Electrical or its equivalent with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institute/university on full time regular mode basis, with four years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>A first class Engineering Diploma of three years in Electrical Engineering or concerned/allied/relevant disciplines from any State Board of Technical Education, with six years of shop floor/ industrial experience in reputed industry/ Institution. OR</p> <p>National Trade certificate/ National Apprenticeship Certificate in relevant trade with eight years of shop floor industrial experience including training period.</p>
8	Period of probation if any	2Years

21. Skill Instructor (Computer Science Engineering/ IT)

1	Name of the Post	Skill Instructor (Computer Science Engineering/ IT)
2	Number of Posts	02 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E./B.Tech with 55% marks in Computer Engineering / Information Technology or its equivalent from AICTE recognized institute/university and three years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>B.Voc degree with 55% marks in Computer Science / Information Technology or its equivalent with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institute/university on full time regular mode basis, with four years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>'A' level certificate from Department of Electronics and Information Technology (DOEACC), Government of India, with five years practical/ teaching experience in the related field; OR</p> <p>B" level certificate from Department of Electronics and Information Technology (DOEACC), Government of India, with three years practical/teaching experience in the related field; OR</p> <p>M.Sc Computer/ M.Sc Computer Application/ M.Sc Information Technology/ M.Sc. Software /MCA after passing B.Sc./ BCA from a recognized university with three years practical/ professional experience; OR</p> <p>A first class Diploma of three years in Computer Application/ Engineering or its equivalent from State Board of Technical Education with six years practical / teaching experience;</p>
8	Period of probation if any	2Years

22. . Skill Instructor (Electronics)

1	Name of the Post	Skill Instructor (Electronics)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E./B.Tech with at least 55% or its equivalent in Electronics and Communication Engineering or concerned/allied/relevant disciplines from AICTE recognized institution/ University or Institutions on full time regular mode basis, with three years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>B.Voc with at least 55% or its equivalent in Electronics and Communication or concerned/allied/relevant disciplines with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/ AICTE recognized institution/ University on full time regular mode basis, with 04 years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>A first class Engineering Diploma of three years or its equivalent in Electronics and communication Electronics or concerned/allied/relevant disciplines from any State Board of Technical Education, with six years of shop floor/ industrial experience in reputed industry/ institution. OR</p> <p>National Trade certificate/ National Apprenticeship Certificate in relevant trade with eight years of shop floor industrial experience including training period.</p>
8	Period of probation if any	2Years

23. Skill Instructor (Agriculture)

1	Name of the Post	Skill Instructor (Agriculture)
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2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E./B.Tech with at least 55% or its equivalent in Agriculture Engineering or concerned/allied/relevant from AICTE recognized institution/ University or Institutions on full time regular mode basis, with three years practical teaching experience in reputed industry/ institution. OR</p> <p>B. Voc. with at least 55% or its equivalent in Agriculture Engineering or concerned/allied/relevant with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 04 years practical teaching experience in reputed industry/ institution. OR</p> <p>A first class Engineering Diploma of three years in Agriculture or concerned/allied/relevant branch from any State Board of Technical Education/ B.Sc in agriculture from a recognized University with six years practical/ industrial experience in reputed industry/ institution. OR</p> <p>National Trade certificate/ National Apprenticeship Certificate in relevant trade with eight years' as supervisory capacity in reputed industry/Institution</p>
8	Period of probation if any	2Years

24. Skill Instructor (Yoga)

1	Name of the Post	Skill Instructor (Yoga)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200

5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Physical Education/ sports/ Yoga or concerned/allied/relevant disciplines from UGC recognized university /institution on full time regular mode basis with three years practical/teaching experience in relevant field; OR</p> <p>B.Voc with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Physical Education/ sports/ Yoga or concerned/allied/relevant disciplines with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC recognized university /institution on full time regular mode basis with 04 years practical/teaching experience in relevant field; OR</p> <p>A graduate degree with 55% in Physical Education/ sports/ Yoga with six years practical / professional experience in relevant field.</p>
8	Period of probation if any	2 Years

25. Skill Instructor (Hospitality & Tourism)

1	Name of the Post	Skill Instructor (Hospitality & Tourism)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>A master degree with 55% marks in Tourism or Management or Hotel management from AICTE/UGC recognized institution/ University or Institutions on full time regular mode basis, with three years practical teaching experience in reputed industry/ institution. OR</p> <p>B.Voc degree with 55% marks in Tourism or Management or Hotel management with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 04 years practical teaching experience in reputed industry/ institution. OR</p> <p>A graduate degree with 55% or first class Diploma of three years in Tourism or Management or Hotel management or its equivalent concerned/allied/relevant disciplines with 55% from any State Board of Technical Education/ university with six years practical/ professional experience in reputed industry/ institution. OR</p> <p>National Trade certificate/ National Apprenticeship Certificate in relevant trade with eight years practical/ professional/ industrial experience</p>
8	Period of probation if any	2Years

26. Skill Instructor (Civil)

1	Name of the Post	Skill Instructor (Civil)
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	9300-34800+4200
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	<p>B.E/B.Tech with 55% marks in Civil Engineering or allied branch from AICTE recognized institution/ University on full time regular mode basis, with three years practical teaching experience in reputed industry/ institution. OR</p> <p>B. Voc degree with 55% marks in Civil or allied branch with a skill certificate in at least one QP in relevant field of NSQF Level 4 or above from UGC/AICTE recognized institution/ University or Institutions on full time regular mode basis, with 04 years practical teaching experience in reputed industry/ institution. OR</p> <p>A first class Engineering Diploma of three years in Civil Engineering or its equivalent concerned/allied/relevant disciplines with 55% from any State Board of Technical Education/ university with six years practical/ professional experience in reputed industry/ institution. OR</p> <p>National Trade certificate/ National Apprenticeship Certificate in relevant trade with eight years practical/ professional/ industrial experience</p>
8	Period of probation if any	2Years

27. Clerk

1	Name of the Post	Clerk
2	Number of Posts	04 (UR), 01 (SC)
3	Classification	C
4	Pay Band	5200-20200+1900
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42Years
7	Educational and other qualification required for direct recruits	Graduation with at least 50% marks from any recognized University/ College.

		An Exemption from State Eligibility Test in Computer Appreciation and Applications (SETC) for the persons who had already acquired degrees in computers or had done a course in Computers from reputed institutions like NIELIT, HKCL, HARTRON or any other agency authorized by Govt. The persons already having computer qualifications from reputed institutions (BCA/MCA/B.Tech/ M.Tech. in computers from recognized University/ College or diploma in computers from Govt. Polytechnic, HKCL, HARTRON, DOEACC/NIELIT etc.). shall continue to be exempted from SETC.
8	Period of probation if any	2Years

28. Driver

1	Name of the Post	Driver
2	Number of Posts	01 (UR)
3	Classification	C
4	Pay Band	5200-20200+2400
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Matriculation from a recognized board should have a light/ heavy valid driving license, as the case may be, at least three years old. Should have passed the driving test. The driving test of candidates applying for the Post of Driver will be conducted by a committee as usual. He should not be colour blind. He should have vision of 6''X6'' with specs
8	Period of probation if any	2Years

29. Peon

1	Name of the Post	Peon
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2	Number of Posts	03 (UR)
3	Classification	D
4	Pay Band	4440-7440+1800
5	Mode of Recruitment	Direct
6	Age limit for direct recruits	42 years
7	Educational and other qualification required for direct recruits	Matriculation from a recognized board
8	Period of probation if any	2Years

**Table:2 Selection Criteria for shortlisting of applications for the post of
Deputy Registrar/ Dy Director / Assistant Registrar /OSD to VC and other posts
at similar pay scale**

Weightage for academic merit, experience, written test/ skill test (if applicable), interview								
10th	12th	Graduation	Post- Graduation/ LLB	Written test	Interview	Experience	Higher Education Weightage	Total
3	3	10	12	50	15	5	2	100
03% of Percentage obtained	03% of Percentage obtained	10% of Percentage obtained	12% of Percentage obtained	As per Prescribed Syllabus	By Selection Committee	The weightage of experience will be as following: Minimum required experience NIL afterwards 1 marks for additional experience of each years' experience, up to maximum marks 5	Ph. D.-2/ M. Phil-1	

**Selection Criteria for shortlisting of applications for the post of Network
Administrator/Web Administrator/ Law Officer/ Superintendent and other posts
at similar pay scale**

Weightage for academic merit, experience, written test/ skill test (if applicable), interview							
10th	12th	Graduation	Post- Graduation	Written test	Interview	Experience	Total
5	5	10	10	50	15	5	100
05% of Percentage obtained	5% of Percentage obtained	10% of Percentage obtained	10% of Percentage obtained	As per Prescribed Syllabus	By Selection Committee	The weightage of experience will be as following: Minimum required experience NIL afterwards 1 marks for additional experience of each years experience, up to maximum marks 5	

Selection Criteria for shortlisting of applications for the post of Skill Instructor/Assistant / J.E/Junior Programmer/ Private Secretary/ Clerk/ Steno-Typist/ Store keeper/ Driver / Peon and other posts at similar pay scale

Weightage for written test, Eligibility test in Computer Application & Socio- economic Criteria and experience				
Test	Socio-Economic Criteria			Experience
Written Test (90 Marks)	05(If no person from among the father, mother, spouse, brothers, sisters, sons and daughter is, was or has been a regular employee in any Department/Board/Corporation/Company/Statutory Body/Commission/Authority of Government of Haryana or Government of India	05(If the applicant is widow or if the applicant is the first or the second child and his father had died before attaining the age of 42 years Or The applicant is the first of the second child and his father had died before the applicant had attained the age of 15 years	05(If the applicant belongs to Such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic Tribe of Haryana which is neither SC(Schedule Cast) nor a BC(Backward Class)	05 (Half Marks for each years or part thereof exceeding six months of experience, out a maximum of 10 years on the same or a higher post in any department/Board/Cooperation/Company/Statutory body/Commission/Authority of Govt. of Haryana. No marks will be awarded for the period less than six months.
	Max marks-10 (no applicant shall be given more than 10 marks under any circumstances)			