



**Date:-27.12.2023**

**Recruitment Notification**

**Advertisement No. SVSU/2023/Estt./NT C&D/023**

Shri Vishwakarma Skill University (SVSU) at Dudhola, Palwal, is India's first Government Skill University established by the Government of Haryana in Dudhola, Palwal.

Offline applications are invited from eligible applicants for appointment for various Non-Teaching posts (Group C and Group D) on regular basis from 28.12.2023 to 18.01.2024 For detail of posts along with prescribed qualifications, eligibility criteria and selection criteria, please visit the University website [www.svsu.ac.in](http://www.svsu.ac.in).

Sr.	Name of Post	No. of Posts
1	Personal Secretary	01(UR)
2	Senior Scale Stenographer	02 (UR)
3	Sanitary Officer	01 (UR)
4	Clerk	05(UR)- 02(UR-ESM)-01(UR-PWD)-02(SC)- 02(BC-A)-02(BC-B)-02(EWS)
5	Medical Attendant	01 (UR)
6	Restorer	01 (UR)
7	Steno Typist	02 (UR)
8	Library Attendant	01 (UR)
9	Tracer	01 (UR)
10	Plumber	01 (UR)
11	Hostel Attendant	02 (UR)
12	Carpenter	01 (UR)
13	ClassIV(Peon/Mali//Cook.	a) Peon:-(01(UR)--01(Gen(ESM)-01(SC)- 01(BCA)-01(EWS)-01(BCB)) b) Mali(01Gen)-01(SC)) c)Cook(01(UR-ESP)-01(BCA))
15	Technical Posts/MTS	11(UR),01(UR-ESP),02(UR-ESM),01(SC- PWD),03(SC),01(SC-ESM),03(BC-A),01(BC- A(ESM),02(BC-B),01(BC-B(ESM),03(EWS)

Applicants desirous to apply for the advertised post are required to send the filled application form along-with all supporting self-attested documents with applicable fees in the sealed envelope (mentioning “Application for the post of .....on the top of Envelope) at the following address by Closing date 18.01.2024 (Upto 5.00 PM).

**“The Assistant Registrar (Esttb.)”**  
**2<sup>nd</sup> Floor, Establishment Branch, Admn.Block**  
**Shri Vishwakarma Skill University,**  
**Village-Dudhola, Palwal,**  
**Haryana- 121102”**  
**(REGISTRAR)**

**The detailed instructions are available on University website at [www.svsu.ac.in](http://www.svsu.ac.in)**

### **Instructions to the Applicants**

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications will be preferred.
3. Knowledge of Hindi/Sanskrit up to metric level is essential for all posts.
4. The eligibility conditions including age, qualification and experience etc are as prescribed in Table-1. The eligibility shall be determined as on the last date of receipt of application.
5. 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.
6. Bachelor of vocation (B. Voc) and Master of Vocation (M. Voc) will be recognized qualification for all such posts where the eligibility criteria are Bachelor degree/Master degree in any discipline.
7. The decision of the University in all matters relating to acceptance or rejections of an application, eligibility of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
8. The vacancy shown in advertisement is tentative and may increase or decrease at the discretion of the University at the time of selection. The University reserves the right not to fill any of the posts advertised without assigning any reason.
9. The posts advertised in this advertisement are subject to the concurrence of Finance Department, Haryana. The Pay structure and fixation of pay of respective posts is also subject to revision/amendment/modification as per the State Govt. Instructions.
10. Relaxation of 5% marks in qualifying examination to be allowed to candidates of SC/ST/BC/PWD category.
11. Minimum age limit shall be 18 years and maximum age shall be 42 years in respect of all posts in addition to the age relaxation prescribed for various categories as per the Govt of Haryana guidelines.
12. The prescribed essential qualifications are bare minimum and mere possession of the same does not entitle a candidate to be shortlisted for further processing of selection. Where the number of applications received in response to the advertisement is large and it will not be feasible for the University to consider all applicants, University reserves the right to restrict the number of applications for further selection process to

a reasonable limit on the basis of qualification and experience higher than the minimum prescribed or by holding screening test or any method as may be devised by the University that is the preview of university and decision of university shall be final.

13. The University may conduct any kind of written and/ or skill test for any/ all posts advertised and only those who qualify the said test(s) will be considered for further process of selection. The qualifying percentage in such test(s) is fixed at 40% (38% for SC/ST/PWD category post). Only qualified candidates would be considered for further short listing of applicants to be called for Documents Verification/Interview as prescribed in selection criteria for shortlisting of applications. The selection criterion and Socio-economic criterion is placed at **Annexure I**.
14. The period of experience wherever prescribed shall be counted only after obtaining the prescribed essential qualification. The experience certificate in support of the experience wherever prescribed should clearly reveal about the period of work, designation with pay scale/pay band with grade pay/ pay level as per the attached format (**Annexure II**). The certificate must be supported with PF statement/ Form 16/ Bank Statement or any other valid proof of salary paid as claimed in the certificate.
15. Candidates to be called for interview/skill test in a ratio of 1:15 for the first post and 2:25,3:30 and five candidates will be added for further additional posts wherever applicable.
16. It is the responsibility of the candidate to ascertain his/her own eligibility for the post which he/she is applying in accordance with the prescribed qualifications, experience, socio-economic criterion etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification.
17. The applicant should satisfy him/herself about the eligibility before applying for respective post (s). All the applicants may be called for written/skill Test without determining their eligibility and the eligibility of only such applicants who qualify such written and/or skill test will be determined by the University.
18. Before submission of the application, candidates must check that they have filled correct details in each field of the form. After submission of application form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. shall not be entertained and shall be deemed to be rejected.

19. **Fees:** - Application fee to be paid through Demand Draft from any commercial bank in favour of Registrar, Shri Vishwakarma Skill University, Gurugram:-

Sr. No.	Name of Post (s)	General		SC/BC-A/BC-B/EWS /ESM- Candidates of Haryana State
		Male/Female	Female (Haryana State Only)	Male and Female
1	Group C Posts	1000/-	500/-	250/-
2	Group D Posts	600/-	300/-	150/-

Person with Disabilities - Exempted from fee

The PWD (Persons with Disabilities) Category applicants will have to enclose requisite certificate issued from the Competent Authority. Any such certificate should clearly mention the type of Disability as defined in the Govt. letter dated 25.04. 2018. The candidates claiming benefit/ reservation under ESM/ ESP i.e. Eligible Sports Person/ PWD i.e. Person with Disabilities category of Haryana are also required to also fill their respective category i.e. General/ SC/ BC- 'A'/ BC- 'B' to which they belong. The fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection of University. The benefit of reservation & fee concession will be given only to those who are domicile of Haryana State. Demand Draft received less than the prescribed application fee will be summarily rejected. Applications received without prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained

20. Separate application form is required to be submitted offline for each post with prescribed fee.

21. Reservation and socio-economic weightage shall be applicable as per the State of Govt of Haryana norms and as amended by Govt of Haryana time to time and applicants are required to enclosed the applicable certificates in prescribed format along with the application to claim the benefit of reservation.

22. (a) The benefit of reservation will be given only to those SC/ BC-A/ BC-B/EWS, PWD, and ESM/ DESM or ESP applicants and any other catergoy who are domicile of State of Haryana only and have submitted the application against the reserved category. The

Eligible Sports Persons shall be required to produce the Sports Certificate as per Govt. Notification dated 25.05.2018 & 15.11.2018 duly issued by the Competent Authority.

1. (b) The applicants seeking reservation under a particular category e.g. SC/ BC-A & BCB/EWS/PWD etc. are required to submit the requisite Certificate issued by the Competent Authority from Parental Side only. In case of women candidates, Certificate from in-laws (Husband's side) will not be entertained.
  2. Note- (i) The applicants of reserved categories of Haryana for which no post is available/reserved, can apply for the posts in General Category, if he/she fulfils all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also have enclosed the copy of his/her caste certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants.
  3. (ii) The reserved category applicants of other States will be considered only for General Category Posts. Such applicants should fulfil all the eligibility conditions as meant for General Category applicants.
23. EWS certificate on prescribed Performa should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 1222/12/2019-IGS-III, dated 25.02.2019. The EWS certificate should be issued after 31.03.2023 and valid for the year 2023-24. EWS certificate issued for jobs in central govt. will not be considered irrespective of income mentioned in certificate. If a candidate fails to submit certificate as per above requirement, then he/she shall be considered under Un-reserved category.
24. Backward class Block (A & B) candidates claiming benefit of reservation have to submit a certificate issued by the competent authority of Haryana dated not before six months of the last date of receipt of applications mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions issued by vide letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021 as per **Annexure 'III'** titled "Backward Class Certificate (Block 'A' or 'B')".
25. Concealment of facts or supply of wrong information will result in cancellation of application at any time in addition to legal action.
26. The applicants, who are in employment in Government/Semi-Govt./PSU service should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of Document verification, otherwise their application will not be entertained (Annexure IV).

27. The applicants 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.
28. 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.
29. Any applicant found ineligible at any stage, his/her application will summarily be cancelled/rejected.
30. All disputes will be subject to jurisdiction of Palwal Court only.
31. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected. In case, the candidates fail to attach self-attested copies of testimonials, their application would not be considered.
32. Canvassing in any form will be treated as disqualification.
33. If a Grade Point System is adopted the CGPA will be converted into equivalent marks. A copy of the relevant document for conversion of CGPA into equivalent marks along with application form need to be submitted.
34. In case of inadvertent mistake in the process of selection, which may be detected at any stage even after issuing the appointment letter, the University reserved the right to modify/withdraw/cancel any communication made to the applicant in this regards. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
35. All the documents to be attached with the application should be self-attested with page & details of enclosed documents should be specified otherwise the candidates will be responsible for misplace/loss of any enclosed documents.
36. No TA/DA is payable for appearing in the Written Test/Document Verification/Interview.
37. The benefit of socio economic criteria will be granted only as per details provided by the applicants in the application form with relevant documents attached with the application form for claiming the marks under socio economic criteria. No request of change /addition of any document for claiming mark under Socio Economic Criteria will be considered under any circumstances after submission of offline applications.
38. How to Apply: The duly filled application form must be signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents in the sealed envelope (mentioning "Application for the post of ..... on the top of Envelope) should be sent at the following address

between the opening date 28.12.2023 and Closing date i.e 18.01.2024 (upto 5.00PM)  
(both date inclusive).

**“The Assistant Registrar (Esttb.),  
2<sup>nd</sup> Floor, Establishment Branch, Admn.Block  
Shri Vishwakarma Skill University,  
Village-Dudhola, Palwal,  
Haryana- 121102”**

**(REGISTRAR)**

The application received after closing date and time shall be rejected and will not be considered.

Note .: Proforma/Formats for certificates are available with the Advertisement (**Annex-I to Annex XI**)



**Table 1: Eligibility Criteria**

**S.No 01**

1.	<b>Name of the Post</b>	<b>Personal Secretary</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-6
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. Bachelor's degree with 50% marks and Minimum 5 years' experience as Personal Assistant with good interpersonal skills, fluency in English with effective communication skills.</li><li>2. The applicant 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.</li><li>3. Knowledge of Hindi /Sanskrit upto Matric or at higher Level.</li></ol>
6.	Period of probation	<ol style="list-style-type: none"><li>1. Year</li></ol>

S.No 02

**Senior Scale Stenographer**

1.	<b>Name of the Post</b>	<b>Senior Scale Stenographer</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-6
4.	Age limit	42 years
5	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. Graduation with 50% marks from any recognized University or its equivalent</li><li>2. English shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed the limit of 8%</li><li>3. The candidate will have to qualify the test as prescribed by the competent authority including typing (with a speed of minimum 30 wpm in English/25 wpm in Hindi.</li><li>4. Three years' experience in govt./ public undertaking</li><li>5. Knowledge of Hindi /Sanskrit up to Matric or at higher Level</li></ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. Preference will be given to the candidates who have 2/3 years' diploma in secretarial practice/OMCA course</li><li>2. Well versed with noting, drafting and business communication</li><li>3. IT skills are mandatory.</li></ol>
6	Period of probation	01 Year

**Sr. No. 03 Sanitary Officer**

1.	<b>Name of the Post</b>	<b>Sanitary Officer</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-6
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	<p>1. B.Sc. with 50% marks in chemistry or B. Pharmacy with 50% marks plus one-year Diploma course in Health/ Sanitary Inspector with 5-year experience in government/ public undertaking.</p> <p><b>OR</b></p> <p>One-year National Trade Certificate (NTC) in Health Sanitary Inspector awarded by National Council for vocational Training, Ministry of Labour &amp; Employment, Government of India, or an institution recognized by the State Government with 8-year experience in government/ public undertaking.</p> <p>2. Knowledge of Hindi/Sanskrit up to Matric or Higher Level.</p>
6.	Period of probation	01 year

**Sr. No. 04 Clerk/Clerk-cum-DEO**

1.	<b>Name of the Post</b>	<b>Clerk/Clerk-cum-DEO</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-2
4.	Age limit for direct recruits	42 years
5.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. Graduate from a recognized University.</li><li>2. Candidate will have to qualify the test as prescribed by the competent authority including proficiency in computer application and appreciation, typing (with speed of minimum 30 wpm in English)</li><li>3. Knowledge of Hindi / Sanskrit up to Matric or at Higher Level.</li></ol>
6.	Period of probation	01 year

**Sr. No. 05 Medical Attendant**

1.	<b>Name of the Post</b>	<b>Medical Attendant</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-2
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. 10+2 with 50% marks from any recognized board/institute with 2 years' experience as Medical Attendant in any Govt. Hospital / Dispensary/ Health centre or any private hospital.</li><li>2. Knowledge of Hindi/Sanskrit up to Matric or Higher Level.</li></ol>
6.	Period of probation	01 year

**Sr. No. 06 Restorer**

1.	<b>Name of the Post</b>	<b>Restorer</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-2
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. Matric pass from any recognized board/institute having 5 years' experience as peon in the record room/restoration of record/files in State Govt./ Semi- Govt. department/ University/ Affiliated college.</li><li>2. Knowledge of Hindi/Sanskrit up to Matric or Higher Level.</li></ol>
6.	Period of probation	01 year

**Sr. No. 07 Steno-Typist**

1.	<b>Name of the Post</b>	<b>Steno-typist</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-2
4.	Age limit for direct recruits	42 years
5.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. Graduate from recognized university.</li><li>2. English shorthand at a speed of 80 w.p.m and transcription of 20 w.p.m. (8% mistake are permissible) &amp; Word processing speed of 8000 keys/hours or more.</li><li>3. Ability to work on computer with internet efficiently.</li><li>4. Knowledge of English &amp; Hindi / Sanskrit up to Matric or at Higher Level.</li></ol>
6.	Period of probation	01 year

**Sr. No. 08 Library Attendant**

1.	<b>Name of the Post</b>	<b>Library Attendant</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-2
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	1 ) 12 <sup>th</sup> Class pass from recognized Board 2. Certificate/Diploma in Library Science 3. Knowledge of Hindi / Sanskrit up to Matric or higher level
6.	Period of probation	01 year

**Sr. No. 09 Tracer**

1.	<b>Name of the Post</b>	<b>Tracer</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-2
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	1. Matric pass from any recognized board or its equivalent with drawing as a subject and at least 02 years' experience in tracing work; 2. Knowledge of English & Hindi/Sanskrit up to Matric or higher level.
6.	Period of probation	01 year

**Sr. No. 10 Plumber**

1.	<b>Name of the Post</b>	<b>Plumber</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL- 2
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	1. Matric pass from a recognized Board with ITI Certificate in the trade of Plumber with 2 years' experience in plumbing. 2. Knowledge of Hindi/Sanskrit up to Matric level.
6.	Period of probation	01 year

**Sr. No. 11 Hostel Attendant**

1.	<b>Name of the Post</b>	<b>Hostel Attendant</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL-1
4.	Age limit for direct recruits	42 years
5.	Educational and other qualification required for direct recruits	1. 10+2 Pass from any recognized Board with two years of experience in a Hostel/ Canteen/ Hotel/ Guest House etc. 2. Knowledge of English & Hindi / Sanskrit up to Matric or at Higher Level.
6.	Period of probation	01 year

**Sr. No. 12 Carpenter**

1.	<b>Name of the Post</b>	<b>Carpenter</b>
2.	Classification	C
3.	Scale of Pay/ Pay Level	FPL - 'DL'
4.	Age limit	42 years
5.	Educational and other qualification required for direct recruits	<ol style="list-style-type: none"><li>1. Matric pass with ITI Certificate in the trade of Carpenter with two years' experience in relevant field</li><li>2. Knowledge of English &amp; Hindi / Sanskrit up to Matric or at Higher Level.</li></ol>
6.	Period of probation	01 year

**Sr. No. 13 Class – IV (Peon/ Mali/ Cook/ Sweeper)**

1.	<b>Name of the Post</b>	<b>Peon/Mali/ Cook</b>
2.	Classification	D
3.	Scale of Pay/ Pay Level	FPL - 'DL'
4.	Age limit for direct recruits	42
5.	Educational qualification for direct recruits	<ol style="list-style-type: none"><li>1. Peon: Matric passed with Hindi/Sanskrit from a recognized Board.</li><li>2. Mali: Middle passed with one-year experience in gardening with well-versed in related works.</li><li>3. Cook: Matric passed with relevant diploma in cooking from a recognized institute and 2 years' experience of cooking in a reputed Hotel/Restaurant/Canteen/ Hostel/ Guest House etc.</li></ol>
6.	Period of probation	01 year



**Sr. No. 14 Technical Posts**

1.	<b>Name of the Post</b>	<b>Laboratory Attendant/MTS</b>
2.	Classification	D
3.	Scale of Pay/ Pay Level	FPL-DL
4.	Age limit	42 Years
5.	Educational and other qualification required for direct recruits	12 <sup>th</sup> Class pass with Science <b>OR</b> 12 <sup>th</sup> Pass with vocational certificate in IT/ ITES, Retail, Agriculture, Automotive, Tourism and Hospitality/solar/Banking, Financial Services & Insurance/Health care etc. <b>OR</b> 10 <sup>th</sup> Class with ITI in COPA, Mechanic, Welder, Electronics, Electrician, Machinist, Auto Mechanic, Wireman, Electronics Mechanic, Computer Hardware & Network Maintenance, Information Communication Technology System Maintenance, Horticulture, Soil Testing and Crop Technician, Finance Executive (NSQF) etc.
6.	Period of probation	01 year

**Selection Criteria for Group C and D Posts.**

(i) The scheme of marks in respect of selection to the posts shall comprise of total 100 marks as per detail given below.

S.No	Examination	Maximum Marks
1	Written Examination	95
2	Socio-Economic Criteria and Experience	05*
3	Skill Test wherever applicable	Qualifying Nature Only

**\*Maximum five marks will be admissible under Socio-Economic Criteria to eligible candidates under the following circumstances: -**

1. An applicant will be entitled to 5 marks provided that— (5 Marks)

(i) neither he himself/she herself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Haryana Government or any other State Government or Government of India; and

(ii) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

**Note.— Regarding (i) and (ii), it shall be confirmed from the data of Parivar Pehchan Patra and/or HRMS or certificate issued by competent authority on specified proforma.**

**Explanation.—** The term 'regular employee' does not include a person who is working on contractual basis, daily wages or as a Guest Teacher, Anganwari Workers, etc.

2. The definition of Family for the purpose of Socio-Economic Criteria—

(i) male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s):

(ii) female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);

(iii) female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);

(iv) divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);

3. If the applicant is, —

**(5 Marks)**

(i) a widow; or

(ii) the first or the second child and his father had died before attaining the age of forty-two years: or

(iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years;

shall be entitled to 5 marks subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified proforma.

4. If the applicant belongs to such a denotified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5 marks.

**(5 Marks)**

5. The applicant shall be awarded half marks for each year or part thereof exceeding six months of experience, on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority/Co-operative Banks etc. under Haryana Government. No marks of experience shall be awarded for any period less than six months or for a period exceeding eight years.

**(4 Marks)**

**Note.** — No condition of gross family income and employment of any family member in service shall be applicable for the purpose of awarding marks of experience.

**6. Other Conditions:**

(i) No applicant shall be given more than a total of 5 marks under socio-economic criteria under any circumstances. Thereby, if an applicant is eligible for more than 5 marks in terms of provision in para (1) to (5) above, the socio-economic criteria marks shall be maximum 5.

ii) The marks by University or any other recruiting agency/body under Haryana Government shall be given only once in a lifetime for appointment on regular basis to a post of Group C or D.

(iii) If a person himself/herself or his/her family member is once selected/appointed with or without getting the benefit of marks, no other family member shall be considered for marks for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in para 2 above.

**Explanation.** — The term ‘once selected/appointed’ does not include the person whose services are terminated due to revision of selection list declared in compliance of the directions of Hon'ble High Court or any other competent authority, in such case that selection/appointment shall be ignored for this purpose.

(iv) If at a time two or more family members become eligible for merit list of university of the Group C and/or Group D posts and are eligible to be considered for the Socio-economic Criteria marks in such case the elder/eldest amongst the two or more eligible family members respectively will be considered for the purpose of socio-economic criteria marks. However, the marks of experience shall be admissible to more than one family member, if any, based on para (5) above.

(v) If a person resigns from government service while working on regular basis in any Department/ Board/Corporation under Haryana Government, any State Government or Government of India on whatsoever reason, he or any other family member shall not be eligible to claim the socio-economic criteria marks again.

**Important Note:-** For claiming marks under Socio-Economic Criteria in terms of provision in para (1) to (5), the candidate must submit certificate issued by competent authority on specified proforma which are enclosed with the advertisement (**Annexure –V**).

**Skill Test:** The skill test like typing test, shorthand test and driving test etc. wherever applicable will be conducted by the university as per prescribed procedure and this will be of qualifying nature only.

**Note 1:** Marks for experience will be awarded only if the experience certificate has been

issued by the competent authority on the prescribed proforma. The Experience Certificate of the persons employed through outsourcing under HKRNL should be issued by the competent issuing authority.

**Note 2 : The benefit of socio economic criteria will be granted only as per details given in the application form and relevant documents attached with the application form for claiming the marks under socio economic criteria. No request of change /addition of any document for claiming mark under Socio Economic Criteria will be considered under any circumstances after submission of online application form.**

**Letter head of the concerned Organization**

**Ref No.....**

**Date:.....**

**To Whom May It Concern**

This is to certify that Dr/Mr./Ms..... S/o; D/O; W/O  
..... severed in this organization as..... from .....to .....in the  
pay scale of .....GP..... /  
Equivalent pay ..... . Certified copy of his PF Statement/ Bank Statement/ Form 16 is enclosed  
in support of paid salary.

Signature with Stump

Registrar/Head of the  
Organization/Director

Encl: <Name the document attached in support of salary>

**Annexure-III**

**BACKWARD CLASS CERTIFICATE (BLOCK 'A' or 'B')**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block 'A' or 'B'). This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority

Full Name.....

Designation ...

.....

Address

with Telephone No. With code.....

Sr. No.:.....

Place :.....

Dated :.....

Issuing Authority: Tehsildar or Naib Tehsildar Head of Department in case of Govt. employees

Letter Head of the Concerned Organization

No.

Date:

**NO OBJECTION CERTIFICATE**

This is to certify that Mr./Mrs/Ms..... has been working in this Institute/Organization..... w.e.f ..... on the post of ..... in the Functional Pay Level(FPL) .....This institute has no objection to him applying for the post of ..... in Shri Vishwakarma Skill University. In the event of his selection to the post applied for, he will be relieved from the Institute.

This issues with the approval of Competent Authority.

\_\_\_\_\_

(Signature)

(Head of the Institute/Organization)

Seal: Designation: \_\_\_\_\_

Address: \_\_\_\_\_



**Format for No Govt. Job in the family**

I....., Son/Daughter of.....aged.....year, R/o  
..... District ....., do hereby submit the following  
information for claiming weightage under the Socio-economic criteria namely: -

(1) That I have to apply for the post advertised by Shri Vishwakarma Skill  
University, Palwal against Category No \_\_\_\_ Advt. No. Dated.....

(2) That my PPP No. is \_\_\_\_\_ Aadhaar No. \_\_\_\_\_ /PAN Card  
No./Voter ID No. (if any) is \_\_\_\_\_

3. As per Govt. instructions, an applicant shall be entitled to 5% weightage  
provided that—

neither he himself nor any person from amongst the applicant's family  
is/was or has been a regular employee in any Department/Board/  
Corporation/Company/Statutory Body/Commission/Authority of  
Haryana Government or any other State Government or Government of  
India; and

gross annual income of the family from all sources i.e., salary, agriculture,  
business, profession etc. for the financial year prior to the year of  
application should be less than one lakh eighty thousand rupees  
(1,80,000/-)only.

*The definition of Family for the purpose of Socio-Economic Criteria—*

- i. *male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);*
- ii. *female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);*
- iii. *female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);*
- iv. *divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);*

4. That any person among in candidate's family in Government Job having separate PPP No/family ID/ Ration Card will not be entitled to be awarded weightage under Socio-Economic Criteria having no Government Job.
5. If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family.
6. That no person as mentioned above had been in employment and gross income of family is less than One Lakh Eighty Thousand Rupees only, therefore, the undersigned may be allotted weightage under the socio-economic criteria having no Government Job.
7. That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks or weightage also my name would have figured within the select list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
8. That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in meantime any other eligible person in my family obtains the benefits thereof in the recruitment.
9. Verified that the contents of all the above paras are true my knowledge and belief and nothing has been concealed therein.

Place: -

DEPONENT

Date:-

**VERIFICATION: -**

1. Report of Numberdar / MC
2. Report of Patwari:-
3. Verified by Tehsildar/Executive Magistrate

**Government of Haryana**

**(Name & Address of the authority issuing the certificate)  
(ECONOMICALLY WEAKER SECTIONS)**

**INCOME AND ASSET CERTIFICATE**

Certificate No.....

Date:- \_\_\_\_\_

**VALID FOR THE YEAR 2023-2024**

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of.....is permanent resident of....., village/Street ....., Post Office....., District....., Pin Code ..... whose photograph is affixed below and attested below belongs to Economically Weaker Section, since the gross annual income\* of his/her family\*\* is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year 2022-2023.

It is further certified that his/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 170 sq. yards and above in areas other than the notified municipalities.
- V. Total immovable assets owned are valued at Rs. One Crore or more.

2. Shri/Smt./Kumari ..... belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
Name

Designation

Recent Passport size photograph	attested of the applicant
------------------------------------	------------------------------

\*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

\*\*Note 2: The term “Family” for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

\*\*\*Note 3: The property held by a “Family” in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

**APPLICATION FORM FOR WIDOW CERTIFICATE**

To

The Naib Tehsildar/Tehsildar  
\_\_\_\_\_**Sub:- Issuance of Widow Certificate.**

I ....., Widow of Sh..... hereby give my particular as under:-

1	Name of Applicant (IN BLOCK LETTERS)	
2	Address	
3	Village	
4	Tehsil	
5	District	
6	Post office with PIN Code	
7	Name of Father/Mother	
8	Name of Husband	
9	Date of Death of Husband (Death Certificate to be attached)	
10	Aadhaar No. (if any)/PAN Card No. (if any)/Voter ID No. (if any)	

Please issue me a "WIDOW" Certificate.

Signature of Applicant

Place:

Date:

**VERIFICATION**

I.....s/o, d/o, w/o....., Member Panchayat /Sarpanch /Councilor/ MLA/MP of concerned Village/area/constituency..... verified personally and statement furnished by the applicant are correct to the best of my knowledge and belief.

Signature with seal of Member  
Panchayat/Sarpanch/Councilor/MLA/MP of the concerned Village  
area/ constituency

**GOVERNMENT OF HARYANA**  
**WIDOW Certificate**

No \_\_\_\_\_ Date \_\_\_\_\_

Certified that the person with the details mentioned below is a Widow.

1.	Name (IN BLOCK LETTERS)	
2.	Address	
3.	Village	
4.	Tehsil	
5.	District	
6.	Post office with PIN Code	
7.	Name of Father/Mother	
8.	Name of Husband	
9.	Date of Death of Husband	
10.	Aadhaar No./PAN Card No./Voter ID No. (if any)	

This certificate is issued based on the details given in the application,  
Verification Report, local enquiry, facts and records produced.

Signature with seal of the Naib Tehsildar/Tehsildar

**APPLICATION FORM FOR CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED**

To

The Naib Tehsildar/Tehsildar  
  
\_\_\_\_\_**Sub:- CERTIFICATE FOR AN APPLICANT WHOSE FATHER HAS DIED.**

1	Name of applicant (IN BLOCK LETTERS)	
2	Date of Birth (enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No ( if any)	

Please issue me a "Certificate for an applicant whose father has died.

Signature of applicant

Place:

Date:

Signature and Address of Witness

i)

ii)

**GOVERNMENT OF HARYANA**  
**Certificate for an applicant whose father has died**

No \_\_\_\_\_ Date \_\_\_\_\_

Certified that the person with the details mentioned below is an applicant whose father has died:-

1	Name of applicant(IN BLOCK LETTERS)	
2	Date of Birth(enclose proof)	
3	Age of applicant at the time of father death	
4	Applicant is first or second child	
5	Present Address, Village	
6	Post Office	
7	Police Station	
8	District	
9	Caste	
10	Father's Name	
11	Date of birth of father	
12	Age of father at the time of his death	
13	Date of father's Death (enclose death certificate)	
14	Mother's Name	
15	Occupation	
16	Aadhar No/PAN Card No/Voter Id No ( if any)	

This certificate is issued based on the details given in the application, local enquiry, facts and records produced by the applicant.

Signature with seal of the Naib Tehsildar/Tehsildar





# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Annexure:XI

## (Application for Recruitment on Group C and D posts)

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..... : \_\_\_\_\_
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-A/BC-B/  
Others  
(enclose the applicable supporting document)  
Sub-Categories:- ESP/ESM/PWD and any others:-
15. State to which you : \_\_\_\_\_ belong
16. Whether you are claiming any fees relaxation, \_\_\_\_\_  
(if Yes, please enclose the relevant record)
17. Details of the application fees: -

Name of the bank.....DD.NO.....Amount.....  
 Payable..... Date of Demand Draft.....

18. 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 along with the CGPA conversion document.

19. 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  
 Please attach relevant documents in support of the above

20. State of Health : \_\_\_\_\_

21. If selected, specify the minimum required joining time : \_\_\_\_\_

22. Mention your knowledge in the field of computer (A separate sheet may be attached, if required)

23. Whether you are claiming the marks under the guidelines for socio-economic criterion (Annexure-I): -

(if yes Please enclosed relevant documents)

24. Are you claiming any age relaxation as per Haryana Govt. norms: -  
(please enclose any supporting document)
25. Are you working in any Govt organization/PSU/University etc. if Yes, have you enclosed NOC with the Application /forwarded through proper channel: -
26. 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 of the Candidate

**List of Documents enclosed with the application: -**

- 1. Self-attested Copy of Essential Academic Qualifications and Certificate of Matric and onwards showing Date of Birth and other relevant details (Page no.....to.....)**
- 2. Self-attested Copy of SC/BCA/BCB/EWS/ESP/ESM/DESM/DFP/PwD (Person with Disabilities)/Haryana Domicile certificate issued by competent authority. (Page no.....to.....)**
- 3. Copy of Certificate/undertaking claiming weightage/marks under socio-economic criteria and experience issued by competent authority wherever required ((Page no.....to.....)**
- 4. Copy of Demand Draft of requisition application fees**
- 5. Any other documents in support of candidature for the particular post ((Page no.....to.....)**