



# Shri Vishwakarma Skill University

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

## Applications are invited for course M.Voc. Banking & Finance

Applications are invited from eligible candidates in prescribed format for “M.Voc. Banking & Finance” course. The course will be conducted in collaboration with HDFC Bank.

Applicants will be called for screening test followed by Personal Interview (PI) based on merit prepared on the basis of their marks obtained in the qualification examination. Interested Candidates are required to download the application form and send the completely filled application form along with marks sheet of qualifying exam, 10th, 12th, caste certificate, resident certificate or any other relevant document to the office of

“Dean (Academics), Haryana Vishwakarma Skill University, Plot No. 147, Sector 44, Gurugram, Haryana-122003” latest by 17<sup>th</sup> December, 2018 up-to 5.00 pm.

**Note:** Candidates may send the application in prescribed format through direct E-mail to [admission.hvsu@gmail.com](mailto:admission.hvsu@gmail.com)

### Matrix for Courses Offered for Admission, Duration, Eligibility Conditions and Selection Criteria for Session

#### Skill Faculty of Management Studies & Research Skill Department of BFSI & Finance

Course	Duration	No. of Seats	Age limit		Eligibility	Selection Criteria
			Min.	Max.		
M.Voc. Banking & Finance	2 Year	30*	20**	30**	Candidate who have passed Bachelor degree examination with at least 50% marks from a recognized University or equivalent are eligible to apply.	<p><b>Step 1:</b> 40 % Weightage will be given to marks obtained in qualifying exam-40 Marks.</p> <p><b>Step 2.</b> 60% weightage will be given to PI. (Screening test 40% + PI20% will be conducted by HVSU and Industry)</p> <p><b>Step 3.</b> Final merit list will be prepared by combining the score of qualifying exam + screening test + PI</p> <p><b>Step 4:</b> Counselling based on final merit</p> <p><b>Step 5:</b> Proposed start of date of course: 7 January, 2019</p>

\*Reservation of seats as per the policy of university notified in prospectus for 2018-19.

\*\*Age on 31.07.2018 (Including Reservation)



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## Programme fee

**Total Fee for the Course: Rs. 21000/-**

**On Time of Admission: 3000/-**

Admission Fee: Rs 2000/- (one time)

Security Fund: Rs 1000/- (refundable)

**Fee and other funds per Semester: 4500/-**

Item	Amount
Tuition fee	Rs 2000/-
Examination fee	Rs 2000/-
SAF	Rs 300/-
Misc funds	Rs 200/-

**Note:** All general terms and condition would be same as per the prospectus published on below links  
<http://www.hvsu.ac.in/wp-content/uploads/2018/04/Prospectus%202018-19.pdf> .

## About The Programme

The Skill Department of BFSI & Finance aims equally at knowledge acquisition and skills development for employment along with entrepreneurship skills development through its curriculum, in an innovative and flexible manner. The innovative programmes at SVS University provide a great opportunity for ‘skilling’ students with skill-based, job-oriented degrees under the title “M. Voc” (Master of Vocation). The uniqueness of the degree is such that it has multiple exit points with job opportunity at each stage. The course has been designed to provide skill education with hands on experience by specifically defining the job role and providing necessary skills for it.

The program is designed to prepare students for careers in the financial district and banking management, money management, financial consulting, and financial institutional operations. Students pursuing this specialization will focus on financial organizational behavior, commercial banking resource management, and cultural perspectives in banking and finance. Individuals who prefer working with people and developing a financial and banking career and are ready for a financial venture will find this specialization worthwhile.

## Objective of the Program

- Skills to further your career in banking and finance – develop a comprehensive understanding of technical and management skills to become a well-rounded manager in international banking and finance.
- Access the latest research – as a research led business school, we give our students access to the latest trends, data and knowledge within the global banking and finance industry.
- A life-time of career coaching – from the moment you join us you will have a mentor and career coach available to guide you through your career in international banking and finance.

## Level of Awards

The certification levels will lead to Post Graduate Diploma/M.Voc. Degree in one or more vocational areas and will be offered under the aegis of the University as mentioned in Table as follows:

Award	Table: Awards Duration	Corresponding NSQF level
Post Graduate Diploma	1 Year	8
M.Voc. (BFSI) Degree	2 Year	9



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### About The Industry

The Housing Development Finance Corporation Limited (HDFC) was amongst the first to receive an 'in principle' approval from the Reserve Bank of India (RBI) to set up a bank in the private sector, as part of RBI's liberalisation of the Indian Banking Industry in 1994. The bank was incorporated in August 1994 in the name of 'HDFC Bank Limited', with its registered office in Mumbai, India. HDFC Bank commenced operations as a Scheduled Commercial Bank in January, 1995.

HDFC Bank's mission is to be a World Class Indian Bank. The objective is to build sound customer franchises across distinct businesses so as to be the preferred provider of banking services for target retail and wholesale customer segments, and to achieve healthy growth in profitability, consistent with the bank's risk appetite. The bank is committed to maintain the highest level of ethical standards, professional integrity, corporate governance and regulatory compliance. HDFC Bank's business philosophy is based on five core values: Operational Excellence, Customer Focus, Product Leadership, People and Sustainability.

### Syllabus for the Screening Test

S. No.	Topic	Sub Topics	Approximate No. of Questions (1 marks each)
1	English	Synonyms, Antonyms, Tenses, Spelling Correction, Correct Sentence Selection	10
2	Reasoning & Quantitative Aptitude	Number Series, Coding-Decoding, Problem on Trains, Time & Work Question, General Arithmetic (P&L, SI, Average, etc.), Relationship Concept, Word Arrangement, etc	10
3	Psychometric Test	Human Behaviour	10

### On The Job Training

It is the mandatory part of M.Voc. Banking & Finance course.

Semester	OJT Areas	Duration				
1	New Acquisition	3 Months				
	<ul style="list-style-type: none"> <li>• Saving Account</li> <li>• Current Account</li> <li>• KYC</li> <li>• Adhar Updating</li> <li>• Financial Literacy</li> <li>• BSBID Account</li> <li>• Cross Selling</li> </ul>					
	2		Non-Managed Customers	3 Months		
			<ul style="list-style-type: none"> <li>• Criterion of Upliftment</li> <li>• Balance Management</li> <li>• Customer to Group</li> <li>• Customer Portfolio</li> <li>• Family Accounts</li> <li>• Cross Selling</li> </ul>			
			3		Corporate Salary	3 Months
					<ul style="list-style-type: none"> <li>• Corporate Salary Account Management</li> <li>• Corporate Acquirement</li> <li>• Query Desk</li> <li>• Cross Selling</li> </ul>	
					4	
<ul style="list-style-type: none"> <li>• Net Banking</li> <li>• Mobile Banking</li> <li>• Smart Banking</li> <li>• Digital Literacy</li> <li>• Pay Z App</li> </ul>						



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**Application Form for M.Voc. Banking & Finance**

1. Name of the Candidate: Mr./Ms. \_\_\_\_\_  
(As per Matriculation certificate) in Capital letters
2. Father's Name: Sh.: \_\_\_\_\_  
(As per Matriculation certificate) in Capital letters
3. Mother's Name: Smt. \_\_\_\_\_  
(As per Matriculation certificate) in Capital letters
4. Date of Birth: \_\_\_ / \_\_\_ / \_\_\_\_\_      5. Gender: Male/Female \_\_\_\_\_
6. Nationality: \_\_\_\_\_      7. Religion: \_\_\_\_\_
8. Aadhaar No (Desirable): \_\_\_\_\_      9. Contact No. \_\_\_\_\_
10. Category: \_\_\_\_\_ (Gen./BC-A/BC-B/SC) (HARYANA)/AIC/J&K migrant/Dudhola domicile
11. Person with Disabilities(DA/PwD) (Yes/No): \_\_\_\_\_
12. Belongs to any minority category(Yes/No) \_\_\_\_\_ (If yes, please specify): \_\_\_\_\_
13. Correspondence Address: \_\_\_\_\_
14. Qualifying examination passed (Details of examination): \_\_\_\_\_ From (Haryana/Other state) \_\_\_\_\_ District: \_\_\_\_\_ Year of pass \_\_\_\_\_
15. Haryana Domicile (Yes/No): \_\_\_\_\_

**16. Qualification Details:**

S.No.	Examination	Board/University	Passing (Year & Month)	Subject/Trade/Specialization	% of Marks/Grade/CGPA
01	10 <sup>th</sup>				
02	10+2				
03	Graduation				
04	Others (Any)				

I confirm that all the information provided by me is correct

**Date:**

**Candidate Signature:**

**Place:**

**Candidate Name:**



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**Annexures**

**Annexure-I**

**HARYANA RESIDENT CERTIFICATE**  
**(For Bonafide Residents of Haryana only)**

Certified that Mr./Ms. \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_ R/O  
(complete address) \_\_\_\_\_

since \_\_\_\_\_ and applicant for admission to various courses in Haryana Vishwakarma Skill University is a bonafide resident of Haryana State in terms of Chief Secretary to Govt. of Haryana letter No. 62/17/95-6 GS1 dated 3.10.96 and letter No. 62/27/2003/6 GS1 dated 29.7.2003 under clause.

No. \_\_\_\_\_

(Signature of the attesting authority)

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

Name \_\_\_\_\_

Place: \_\_\_\_\_

Designation \_\_\_\_\_

(With legible office seal)

Note:

i) The candidates, who have passed their qualifying examinations from the Board of Haryana are not required to produce Certificate of Haryana Resident.



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**Annexure-II**

**HARYANA GOVERNMENT**

Photo of applicant to be attested by the issuing authority
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Certificate Sr.No. \_\_\_\_\_ /Year \_\_\_\_\_ Tehsil \_\_\_\_\_.

**SCHEDULED CASTE CERTIFICATE**

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/Tribe, which is recognised as a Schedule Caste/Schedule Tribe under the Constitution (Scheduled Caste) Order, 1950.

Signature with seal of issuing Authority

Full Name .....

Dated : \_\_\_\_\_

Designation .....

Place : \_\_\_\_\_

Address with Telephone No. with code .....

**Issuing Authority:** Tehsildar-cum Executive Magistrate,

Naib Tehsildar-cum Executive Magistrate,

Head of Department in case of Govt. employees



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**Annexure -III**

**BACKWARD CLASS CERTIFICATE (BLOCK ‘A’ or ‘B’)**

Photo of  
applicant to be  
attested by the  
issuing authority

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.22/36/2000-3GS-III dated 09.08.2000 & No.213-SW(1)-  
2010 dated 31.08.2010, Haryana Govt. instructions No.59 SW(1)-2013 dated 24.01.2013 and 808-SW(1)  
dated 17.08.2016.

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



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**Annexure-IV**

**AFFIDAVIT**

(By the Parents of the Backward Class Category Candidates)

I \_\_\_\_\_ Father/Mother of \_\_\_\_\_  
Resident of \_\_\_\_\_ seeking admission to  
\_\_\_\_\_ course in HVSU do hereby solemnly affirm & declare that I belong  
to \_\_\_\_\_ caste which is included in the list of Backward Classes Block  
'A'/'B'/'\_\_\_\_\_ approved by the Haryana Govt. I further declare and affirm that I and my  
wife/husband are not covered under the criteria fixed by Haryana Govt. vide letter No. 1170/SW(1)-95  
dated 07.06.95, No.22/36/2000-3GS-III dated 09.08.2000, No.22/22/2004-3GS III dated 22.01.2009.  
No.213-SW(1)-2010 dated 31.08.2010, Haryana Govt. instructions No.59 SW(1)-2013 dated  
24.01.2013 and 808-SW(1) dated 17.08.2016 and for excluding socially advanced persons/sections  
(Creamy Layer) from Backward Classes Category.

I further undertake that in case the information contained in the above para is found false at any  
stage, the Competent Authority will be entitled to cancel the admission.

DEPONENT

Dated:.....

Place:.....

**VERIFICATION**

Verified that the above statement is true and correct to the best of my knowledge and belief and  
nothing has been concealed therein.

DEPONENT

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The affidavit should be of 2018.





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**Annexure-V**

**MEDICAL CERTIFICATE FOR DIFFERENTLY ABLED**

**OFFICE OF THE CHIEF MEDICAL OFFICER \_\_\_\_\_**

No. \_\_\_\_\_

Dated \_\_\_\_\_

Certified that Sh./Km./Smt \_\_\_\_\_ son/daughter/wife of Sh. \_\_\_\_\_ resident of \_\_\_\_\_ District \_\_\_\_\_ appeared before the Medical Board for medical check up. On his/her Medical Examination, it is found that the nature of Differently Abled/ disability is \_\_\_\_\_% and (as applicable), is as under:

1. Blind or Low vision \_\_\_\_\_
2. Hearing impairment \_\_\_\_\_
3. Locomotor disability/cerebral palsy \_\_\_\_\_

Thus the candidate is Differently Abled as per standard norms of Haryana.

(Signature of the Applicant)

Chief Medical Officer

Dated : \_\_\_\_\_, Haryana

Place : \_\_\_\_\_

\*The Differently Abled disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/Architecture/Technician etc.

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**(Office Stamp)**



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**Annexure-VI**

**CERTIFICATE OF MEDICAL FITNESS**  
**(TO BE DEPOSITED AT THE TIME OF JOINING)**

To be obtained from any Govt. / Registered Medical Practitioner having MBBS Degree. Please note that in no other form this certificate will be accepted. (Please refer to prescribed standards given overleaf)

Name \_\_\_\_\_ (In Block Letters)

Father's Name: Shri \_\_\_\_\_

Height: \_\_\_\_\_

Weight \_\_\_\_\_

Chest: \_\_\_\_\_

Heart and Lungs: \_\_\_\_\_

Vision: L : \_\_\_\_\_ R: \_\_\_\_\_

Colour Vision: \_\_\_\_\_

Hearing: \_\_\_\_\_

Hernia/ Hydrocele/ Piles: \_\_\_\_\_

Remarks: \_\_\_\_\_

I certify that I have carefully examined

Mr. / Ms. \_\_\_\_\_

Son/ daughter of Shri \_\_\_\_\_ who has

signed in my presence.

He/ she has no mental and physical disease and is FIT.

Signature of the Candidate

Station: \_\_\_\_\_

**Signature of Govt. / Registered  
Medical Practitioner having  
MBBS Degree with legible seal**

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



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## Annexure-VII

### SELF DECLARATION BY THE STUDENT

(No affidavit required)

1. I, \_\_\_\_\_ (*full name of student with admission/registration/enrollment number*) S/o, D/o Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to \_\_\_\_\_ (*name of the institution*), have carefully read “THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under the Ordinance.
  - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any, law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2018.

**Signature of the Student**

**Name:**



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**Annexure-VIII**

**SELF DECLARATION BY PARENT/GUARDIAN**

(No affidavit required)

1. I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with University Roll Number, having been admitted to \_\_\_\_\_ (name of the institution), have carefully read “THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
  - (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under the Ordinance.
  - (b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the Ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Ordinance without prejudice to any other criminal action that may be taken against my ward under any penal law or any, law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ 2018.

Signature of the Parent/Guardian

Name: \_\_\_\_\_

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

Telephone/Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_



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**Annexure-IX**

**STUDY GAP AFFIDAVIT**

I \_\_\_\_\_

S/D/o \_\_\_\_\_

R/o \_\_\_\_\_

Do hereby solemnly and state as under:

1. That my above name and address is correct.
2. That I have passed \_\_\_\_\_ (Qualifying Examination) from \_\_\_\_\_ (Institution Name) in the year \_\_\_\_\_ with \_\_\_\_\_ %.
3. That there is gap of \_\_\_\_\_ year/s between passing of \_\_\_\_\_ (Qualifying Examination) and now seeking admission in the Haryana Vishwakarma Skill University, Haryana.
4. That during this gap period I was doing \_\_\_\_\_  
\_\_\_\_\_
5. That during this gap period, I was neither studying anywhere nor passed any other examination.
6. That I was not involved in any criminal offence whatsoever and I was not punished for any offence by any Court of law during that gap period.

**DEPONENT VERIFICATION**

That the above statement is true to the best of my knowledge and belief and nothing has been concealed there from.

**DEPONENT**