

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY , SURAT
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP-III)

Advertisement for the Contractual Position

Applications are invited for the post of **Office Assistant** to be filled in purely on contract basis for this project. Necessary application form is available herewith. Application should be sent online to mail ID teqip@svnit.ac.in with subject "Application for office assistant" on or before 25/05/2018. The institute remains closed on all Saturdays and Sunday.

List of eligible candidates will be displayed on institute website (www.svnit.ac.in) on 5/06/2018 after 4.00 PM.

Candidates invited for interview will have to make their own arrangement for travel and stay at Surat, if required.

Interview : 07-06-2018 at 11:00 AM (Short listed candidates)

Note:

1. Recruitment will be purely on temporary basis under service provider..
2. Appointment will be initially for 1 year which may be extended depending upon the duration of project and performance of the candidate.
3. The appointment shall be as per institute rules and norms.
4. If needed, services can be terminated without prior notice.

Details of required qualifications, experiences etc. are as follows:

Office Assistant:

Minimum Qualification	B.Com / M.Com (1st class preferred). Must have knowledge of Tally software.
Experience	One year experience is preferred. Good knowledge of English for communication, office procedure, operating government portal and taxation related matters.
Age Limit	Below 35 years

Application for the post of Office Assistant:

S No	Information	Detail
1	Name (In capital letters)	
2	Date of Birth (completed years)	
3	Gender	
	Mobile No	
	E-mail ID	
4	Permanent Residential Address	
5	Educational Qualifications with %	B.Com/M.Com _____% and Class _____
6	Professional Experience with details	_____years _____Employer
6	Experience in Tally software	
7	Any additional Information	

Note: All rights pertaining to interview as well as appointment are with the institute.