

**Instructions to Applicants:**

Online applications are invited for non teaching staff for the post of Registrar, Deputy Registrar and Assistant Registrar. Interested persons may apply in the prescribed online application form available on the Institute website <http://www.svnit.ac.in>. Candidates are advised to fill up the form online and download the final form. Duly completed form with duly self-attested supporting documents, such as relevant testimonials, certificate, enclosures must be sent by speed/ registered post or by hand, to the Registrar, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Near Pipload, Surat-395007, failing which their candidature will not be considered.

**Note 1:** This being an advertisement No.F.35-5/2018-TS.III dated on 20<sup>th</sup> Feb. 2019.

**Note 2:** Number of vacancies in all or any of the categories including reserved vacancies may be increased or decreased without any notification.

• **General Instruction:**

1. Any change in the grade pay will be on recommendation of duly constituted selection committee, except where specifically exempted in these rules.
2. Reservation policy will be as per Government of India norms.

Candidates belonging SC/ST/OBC- non creamy layer/ PwD should enclosed a copy of the certificate issued by the competent authority along with the application; candidates belonging to OBC category – non creamy layer should enclosed the photocopy of the OBC certificate issued by competent authority after 01/04/2017; otherwise their application will be considered in unreserved category (UR). Annexure III/IV.

3. Selected candidates to the above positions will be fixed in the minimum basic pay as per norm.
4. Subject to the provisions of the Act and the Statutes, all appointments to posts under the Institute shall be made on probation for a period of one year.
5. Canvassing in any form will disqualify the candidature of the applicant.
6. More than six months of experience in regular position in any

  
K.D. Yadav  
I/c Registrar




organization will only be considered as total experience. Experience rendered on part-time, daily wages will not be counted as experience.

7. The Institute reserves the right to set higher criteria than the Essential Qualifications for short listing the candidates for Department Presentation/Interview. Different Departments may set different short listing criteria and the same Department may also set different short listing criteria for different specializations
8. The Institute reserves the right to short list candidates in the allied disciplines/specializations with superior academic record, appropriate course background and relevant experience.
9. Candidates in India, if invited, have to appear personally in the interview. Those abroad, if unable to attend in person, may be interviewed by video conferencing. However, the institute does not guarantee consistent connectivity and the candidate will appear at his/her own responsibility.
10. No TA/DA will be paid to the candidates called for Presentation/Interview. However, PwD candidates will be paid TA as per Government of India norms.
11. The Institute shall retain the online application /hard copy of non-shortlisted candidates only for three months after the completion of recruitment process.
12. The person with PwD shall be required to produce medical certificate in the prescribed form issued by the competent medical authority. Person suffering from not less than 40% of disability shall be eligible for the benefit of reservation if any and other relaxation as permissible under the rules. (Annexure-V)
13. Original documents and ID proof will have to be produced at the time of Interview, for verification else interview will not be conducted.
14. Legal disputes if any with Sardar Vallabhbhai National Institute of Technology will be restricted within the Jurisdiction of Surat only.

• **Application process**

- i) Candidates should carefully fill up all the details required in the online application form along with all Annexures and scanned copy of the



demand draft (D.D).Candidates are advised to make sure that all the details entered are correct and final, before final submission. Hard copy of the summary sheet must be sent along with documents like Age Proof, Educational qualification, proof of previous experience etc. All the pages of the hard copy including application form must be numbered and total pages must be written on the first page of summary sheet.

- ii) This online facility will be available in the Institute website. The online application link will be closed **at 11:59 P.M. on 13<sup>th</sup> May 2019.**
- iii) Candidates other than SC, ST& PwD should pay a non-refundable application processing fee of Rs. 500 for each application through Draft payable at Surat in favour of Director, SVNIT, Surat MHRD Fund.
  - Application fee once paid for each application will not be refunded under any circumstance.  
Candidates who are studying/working outside India and satisfying the required conditions can also apply with the same non-refundable application fees.
  - The staffs working at SVNIT Surat are exempted from paying the application fee.
- iv) Candidates who wish to apply for more than one position/department should apply separately, with all enclosures.
- v) Candidates employed in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel or will be required to submit a 'No Objection Certificate' from their employers at the time of Interview, if called for the same. Forwarding of application is must through proper channel but NOC is not required for internal regular candidates working at SVNIT, Surat. (Annexure -II)
- vi) Incomplete Application/ Application without required information/ Application without proper enclosures/ Application without details of non-refundable application fee/Application filled with discrepancy/Application Forms which are not forwarded through proper channel will be rejected without intimation.
- vii) The Institute will not be responsible for any postal delays or loss of the application during transit.
- viii) The applicants are requested to visit the website of the Institute periodically for any updated information regarding the recruitment



process.

- ix) On completion of filling /uploading of the on-line application form and submission, download a copy of the form and enclose the Self-Attested photo-copies of the certificates/testimonials etc., along with D.D. and send to **Registrar, Sardar Vallabhbhai National Institute of Technology, Surat- 395007, Gujarat by Speed/Registered post on or before 20<sup>th</sup> May 2019 up to 5:40 P.M. mentioning on the cover APPLICATION FOR THE POST OF REGISTRAR, DEPUTY REGISTRAR, ASSISTANT REGISTRAR (AGP \_\_\_\_\_).**

**Advertisement No.** \_\_\_\_\_

**dated** \_\_\_\_\_

- x) All the pages of application must be signed by the candidates. All the supporting documents must be self- attested.

• **Selection Process:**

1. The Selection Process consists of Short listing, followed by written test/ Presentation and Interview.
2. The Institute Screening Committee will shortlist the applications based on short listing criteria. The date and time of the Presentation and Interview will be informed only through the Institute website/ e-mail.
3. The decision of the committees involved in selection process shall be final. No interim correspondence / inquiries will be entertained from the candidates in connection with the process of short listing.
4. Final decision will be reserved to appointing authority.

• **Incentives available :**

1. Reimbursement of Tuition Fees for children studying up to XII Standard as per Government of India norms.
2. LTC as per Government of India norms.
3. Medical Facilities to faculty and their dependent family members as per Institute Norms/ Government of India norms.



4. Quarters Facilities with Wi-Fi & Intranet service depending on the availability as per Institute norms.
5. Fresh appointees will be covered under the New Pension Scheme [NPS-2004] as per Government of India rules, except for SVNIT internal facilities already serving under old pension scheme of GOI.

**List of Annexure:**

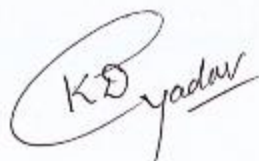
1. MHRD notification for recruitment rules of nonteaching staff.
2. Form for endorsement by the present employer
3. OBC Certificate Format
4. SC/ST Certificate Format
5. PwD Certificate Format

For any query please write on [recruitment2019@svnit.ac.in](mailto:recruitment2019@svnit.ac.in)

In case of technical difficulties please contact:

Phone No. : 0261-2201775

Time: 10:00 A.M. to 5:00 P.M.



Endorsement by the Present Employer

Forwarded to **SARDAR VALLABHBHAI NATIONAL INSTITUTE  
OF TECHNOLOGY, SURAT, GUJARAT, PIN: 395007**

The applicant Dr./Mr./Mrs/Ms. ...., who has submitted this application for the post of ..... in the Sardar Vallabhbhai National Institute Of Technology, Surat, has been working in this organization namely..... as .....(name of the post), in a temporary/ contract/ permanent capacity with effect from ..... in the Scale of Pay/ Pay Band of Rs..... He/She is drawing a basic pay of Rs. .... His/her next increment is due on .....

Also, on his/her selection, he/she will be relieved from the present position of .....

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/ her application being considered by the Sardar Vallabhbhai National Institute Of Technology, Surat, Gujarat.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature of the forwarding Authority

\_\_\_\_\_  
Name

\_\_\_\_\_  
Seal

\_\_\_\_\_  
Designation

**OBC Certificate Format/ Creamy Layer Certificate****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL  
EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA****“Latest certificate MUST have been issued.”**

This is to certify that Shri/Smt./Kum. .... Son/Daughter of  
Shri/Smt. .... of Village/Town  
..... District/Division ..... in the  
..... State belongs to the .....

Community which is recognized as a backward class under:

- Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- Resolution No. 12011/96/94-BCC dated 9/03/96.
- Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- Resolution No. 12011/13/97-BCC dated 03/12/97.
- Resolution No. 12011/99/94-BCC dated 11/12/97.
- Resolution No. 12011/68/98-BCC dated 27/10/99.
- Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. .... and/or his family ordinarily reside(s) in  
the ..... District/Division of ..... State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in  
Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004.

**Dated:****District Magistrate / Deputy  
Commissioner**

Seal

**NOTE:**

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
- District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - Revenue Officer not below the rank of Tahsildar and
  - Sub-Divisional Officer of the area where the candidate and / or his family resides.

Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government.

**OBC Undertaking****Declaration/undertaking - for OBC Candidates only**

I, ..... son/daughter of Shri ..... resident of village/town/city ..... district ..... State hereby declare that I belong to the ..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt. (Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, \_\_\_\_\_.



**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
 son/daughter\* of \_\_\_\_\_ of  
 village/town\* \_\_\_\_\_ in District/Division\*  
 \_\_\_\_\_ of the State/Union territory\*  
 \_\_\_\_\_ belongs to the \_\_\_\_\_ caste/tribe\* which is  
 recognized as a Scheduled Caste/Scheduled Tribe\* under:-

- @The constitution (Scheduled castes) order, 1950
- @The constitution (Scheduled tribes) order, 1950.
- @The constitution (Scheduled castes) (Union Territories) Order, 1951.
- @The constitution (Scheduled tribes) (Union Territories) Order, 1951.

[As amended by the Schedule Castes and Scheduled Tribes lists (Modification) order, 1956; the Bombay Reorganization Act, 1960, the Punjab Reorganization Act 1956, the state of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organization) Act-1971, and the Scheduled Castes and Scheduled Tribes Orders (Amendment), Act 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]

- @The Constitutions (Jammu & Kashmir) Scheduled castes Order, 1956.
- @The Constitutions (Andaman and Nicobar Islands) Scheduled castes Order, 1956 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @The constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962.
- @The constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- @The constitution (Pondicherry) Scheduled Castes Order, 1964.
- @The constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- @The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- @The constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @The Constitution (Sikkim) Scheduled Castes Order, 1978.
- @The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- @The constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- @The constitution (SC) Orders (Amendment) Act, 1990.
- @The constitution (ST) Orders (Amendment) Act, 1991.
- @The constitution (ST) Orders (Second Amendment) Act 1991.
- @The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Second Amendment) Act, 2002

- %2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ Father/Mother of \_\_\_\_\_ Shri/Shrimati/Kumari \_\_\_\_\_ of Village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari \_\_\_\_\_ and/or\* his/her\* family ordinarily reside (s) in Village/Town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_  
\*\* Designation \_\_\_\_\_

(With Seal of Office)  
State/Union Territory\*

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

\* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraphs which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Scheduled Caste/ Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner / Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and /or his/her family normally resides.
- (v) Administrator/ Secretary to Administrator/ Development Officer(Lakshadweep)

**THE FORM OF CERTIFICATE TO BE PRODUCED BY PHYSICALLY  
HANDICAPPED CANDIDATES APPLYING FOR APPOINTMENT TO  
POSTS UNDER THE GOVERNMENT OF INDIA**

## I. NAME &amp; ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_  
Date: \_\_\_\_\_

Paste here your recent colour photograph showing the disability (The photograph should be attested by the chairperson of the Medical Board)

Signature of the candidate

**DISABILITY CERTIFICATE**

Recent photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

This is to certify that Shri/Smt/Kumari\* \_\_\_\_\_  
Son/daughter\* of \_\_\_\_\_ Age \_\_\_\_\_ yeras,  
Registration No. \_\_\_\_\_ is a case of Locomotor disability/  
Cerebral Palsy/ Blindness/ Low vision/ Hearing impairment/ Other disability\* and has been  
suffering from degree of disability not less than \_\_\_\_\_%  
(\_\_\_\_\_).

## A) Locomotor or cerebral palsy:

- (i) BL- Both legs affected but not arms.
- (ii) BA- Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip.
- (iii) BLA- Both legs and both arms affected
- (iv) OL- One leg affected (right or left) (a) Impaired reach
  - (b) Weakness of grip (c) Ataxic
- (v) OA- One arm affected (right or left) (a) Impaired reach
  - (b) Weakness of grip (c) Ataxic
- (vi) BH- Stiff Back and hips (cannot sit or stoop)
- (vii) MW- Muscular Weakness and limited physical endurance.

**B) Vision:**

- (i) B- Blind
- (ii) PB- Partially Blind

**C) Hearing Impairment:**

- (i) D- Deaf
  - (ii) PD - Partially Deaf.
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.  
Re- assessment of this case is not recommended / is recommended after a period of years`Months.\*
3. Percentage of disability in his / her case is Percent.
4. Smt./Shri/Kum meets the following physical requirement for discharge of his/her duties.
  - (i) F-can perform work by manipulating with fingers
  - (ii) PP-can perform work by pulling and pushing
  - (iii) L--can perform work by lifting
  - (iv) KC-can perform work by kneeling and crouching
  - (v) B-can perform work by bending
  - (vi) S-can perform work by sitting
  - (vii) ST-can perform work by standing
  - (viii) W-can perform work by walking
  - (ix) SE-can perform work by seeing
  - (x) H-can perform work by hearing/speaking
  - (xi) RW-can perform work by reading and writing

(DR)  
Member Medical Board

(DR)  
Member Medical Board

(DR)  
Member Medical Board

Counter Signature of the Medical Superintendent/CMO/ Head of Hospital (with seal)  
Strike out whichever is not applicable.