



**RECRUITMENT OF STORES & PROCUREMENT ASSISTANT ON CONTRACTUAL BASIS
THROUGH WALK-IN-INTERVIEW**

The Sardar Vallabhbhai National Institute of Technology Surat invites applications for engagement of following positions on purely contract basis for one year initially which may be renewed for further one year subject to satisfactory performance of the candidate and requirement of the Institute. The details regarding eligibility criteria, terms of references etc. are as follows:

Sr. No.	Name & Age limit of post(s)	No. of persons to be engaged	Consolidated Remuneration per month	Job description, Educational Qualification and Experience required
1.	Store & Procurement Assistant on contract basis Age limit: Preferably below 35 years	02	Rs 25,000/-	Job Description: 1. To assist in procurement as per Govt. of India/ GFR 2017 norms. 2. To assist to process for procurement of items through GeM/CPPP portal- i.e. prepare and publish bid, carryout Technical Evaluation, Financial Evaluation and create work order on GeM portal. 3. To assist with issuance of Customs/ GST Exemption Certificates Eligibility Criteria: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute. Desirable Experience: 1 year in relevant area.

General Instructions & Other Information

- Fulfillments of qualifications mere does not entitle a candidate to be considered for selection process.
- The engagement would be purely temporary and contractual in nature Any claim for absorption at the regular position in the institute will not be entertained any point of time.
- The engagement will be subject to their medical fitness and police verification.
- The Institute shall also reserve the right to terminate the services of the appointee at any time without giving any notice and also without assigning any reason.
- The incumbents shall be eligible for 8 days of casual leave in a calendar year. No other leave will be admissible.
- The appointee will not be entitled for any medical facility/ accommodation or any other type of allowances.
- The appointees have to attend the office six days a week.
- The appointee will be required to attend the duty on Saturdays, Sundays and other Gazetted Holidays in case of exigencies of work. No extra remuneration is admissible for the same.
- The Headquarters of the appointee will be Surat.
- The Institute reserves the right to impose any other reasonable conditions to safeguard the interest of the Institute.
- Any resultant dispute shall be settled within the jurisdiction of Surat.
- The date of Walk-in-Interview shall be considered as the cut-off date of age, educational qualifications and experience.
- In case of CGPA/GPA, please enclose the appropriate conversion formula to percentage / CGPA/GPA calculator. In case CGPA conversion table is not available from their graduating institutions, the criteria applicable for SVNIT, Surat will be used for % conversion.
- The Institute reserves the right to assign / transfer the selected candidates to any section/ department within the Institute and engagement will be offered accordingly.
- In the event of large number of applicants, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the Interview.

- xvi. No TA/DA shall be admissible for appearing in the Walk-in-interview/joining at SVNIT, Surat.
- xvii. The Institute reserves the right not to fill up the positions, cancel the advertisement in whole or in part without assigning any reason and its decision in the regards shall be final.

How to apply:

The copy of application form is available on Institute website. The Interested eligible candidates may download the application form and bring the filled in hard copy of their applications on the day of Walk-in-Interview with copies of educational qualifications, experience certificate etc. The delayed reporting will not be considered.

Date & Venue of Walk-In-Interview

Date : 11th December 2021 (Saturday)

Reporting Time: 9:30 A.M. to 11:00 A.M.

Venue: Conference Room, 1st Floor, New Administrative Building, Sardar Vallabhbhai National Institute of Technology, Surat, Ichchhanath, Dumas Road, Keval Chowk, Surat, Gujarat-395007

Note:

- (i) The candidates appearing for the post(s) should ensure that they meet all the eligibility conditions.
- (ii) The Institute reserves the right not to fill up the positions, cancel the advertisement in whole or in part without assigning any reason and its decision in the regards shall be final.

REGISTRAR