

		<p align="center"><b>SARADAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, ICHCHHANATH, SURAT-395007</b></p>		
<p><b>INTERVIEW</b></p>				
<p>The Office of the Dean (R&amp;C), SVNIT, Surat invites applications from candidates meeting the following requirements/fulfilling the following criteria and desiring to be considered for the following post purely on a contract basis for the period of Eleven (11) months. Applications are invited through Google Forms with the required details for a personal interview at the specified date. Eligible candidates will be informed by e-mail. For further information visit <a href="http://www.svnit.ac.in">www.svnit.ac.in</a>. No communication will be entertained from (non-eligible) candidates.</p>				
Name of the Post	Total No. of Post(s)	Age	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	Not more than 45 years	<p><b>Mandatory Requirement:</b></p> <ol style="list-style-type: none"> <li>(1) Any graduate with a degree from the Govt. recognized institute.</li> <li>(2) 10 years of experience, working in the Administration of an Office/Govt. Setup.</li> <li>(3) Proficiency in Computer with MS Office knowledge or equivalent.</li> </ol> <p><b>Desirable Requirement:</b></p> <ol style="list-style-type: none"> <li>(1) Experience, working in the Research and Consultancy area <b>OR</b> in the Accounting Office of a Govt. Educational Institute.</li> </ol>	Consolidated Emoluments of Rs. 32,000/- per month (based on Experience and Expertise)
<p><b>Last Date of Application:</b> 22<sup>nd</sup> December 2022 till 05:00 pm</p>				
<p><b>Application Form: (Use Google Link)</b></p> <p><a href="https://forms.gle/pk1zb2gBfMiUqCh48">https://forms.gle/pk1zb2gBfMiUqCh48</a></p>				
<p><b>Date &amp; Time of personal interview:</b> 27<sup>th</sup> December 2022 at 11:00 am onwards</p>				
<p align="center">Dean (R&amp;C)</p>			<p align="center">Director</p>	