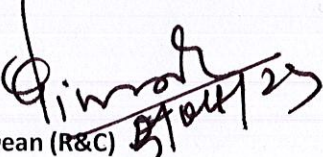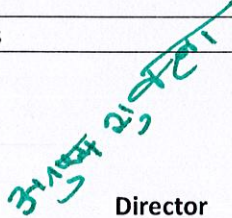## सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
સરદાર વલ્લભભાઈ નેશનલ ઇન્સ્ટીટ્યુટ ઓફ ટેકનોલોજી, સુરત
डीन कार्यालय (अनुसंधान और परामर्श)
The Office of the Dean (Research & Consultancy)

INTERVIEW

The Office of the Dean (R&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 www.svnit.ac.in. No communication will be entertained from (non-eligible) candidates.

Name of the Post	Total No. of Post(s)	Age	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	Not more than 45 years	**Mandatory Requirement:** (1) Any graduate with a degree from the Govt. recognized institute. (2) 10 years of experience, working in the Administration of an Office/Govt. Setup. (3) Proficiency in Computer with MS Office knowledge or equivalent. **Desirable Requirement:** (1) Experience, working in the Research and Consultancy area **OR** in the Accounting Office of a Govt. Educational Institute.	Consolidated Emoluments of Rs. 32,000/- per month (based on Experience and Expertise)

Last Date of Application: 25th November 2023 till 05:00 pm

Application Form: (Use Google Link)

https://forms.gle/4CUpQq175AHpv99P7

Date & Time of personal interview: 30th November 2023 at 11:00 am onwards

Dean (R&C)   Director