

Annexure-I



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
 સરદાર વલ્લભભાઈ નેશનલ ઈન્સ્ટીટ્યુટ 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)	Upper Age Limit	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	35 years	Essential Requirement: (1) Any Engineering graduate with a degree from the Govt. recognized institute/University. (2) 03 years of experience, working in the Administration of an Office/Govt. Setup. (3) Proficiency in Computer with MS Office or equivalent. Desirable Requirement: (1) Experience, working in the Research and Consultancy area OR in the Administrative/ Establishment/ Accounting Office of a Govt. Educational Institute.	Consolidated Emoluments of Rs. 25,000/- to Rs. 35,000/- per month (Based on Experience & Expertise)

Last Date of Application: 7th June 2025 till 5.00 pm

Application Form: (Use Google Link)

<https://forms.gle/ZRG5SWMTMAXap2DB8>

Approval No.: Dean (R&C)/2025-26/658 dated.19.05.2025

Sd/-
 Director,
 SVNIT, Surat