



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

डीन (पूर्व छात्र एवं संसाधन सृजन) कार्यालय

Office of the Dean (Alumni & Resource Generation)

SVNIT

RECRUITMENT OF OFFICE ASSISTANT AT OFFICE OF DEAN (ARG)

BRIEF:

The office of Dean-ARG at SVNIT, Surat is involved in various activities like connecting with alumni and creating database, arranging alumni reunions, various alumni awards, managing student scholarships through alumni funds and working towards generating financial resources. In order to assist in day to day activities of the office of Dean (ARG), An **OFFICE ASSISTANT** is required. As the location of the job is SVNIT campus, Surat, Gujarat, familiarity of the applicant with the city and surroundings will be preferred. The above post is **purely contractual**, and will initially be offered for **a period of 11 months** and extendable further as per requirement based on the satisfactory performance of the incumbent. Contract can be terminated with One-month notice from either side.

ELIGIBILITY CRITERIA:

Education:

- (i) Basic degree of B.E./B.Tech./BBA/BCA/B.Com.
- (ii) Preference will be given to candidate holding MBA/MCA/PGDBA additional to above basic degree
- (iii) Communication fluency in Gujarati/Hindi/English
- (iv) Computer proficiency like MS office/email drafting/Collage grid making, etc.

Experience:

The applicant must have minimum 1 year of overall work experience. Preference will be given to the candidate having work experience in independently handling office work like letter drafting, email interaction, collage grid making, social media post managing, etc.

Upper Age:

35 years

Salary:

Rs. 25000 to Rs. 30000/- per month (all inclusive)

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34/01/2021

APPLICATION PROCEDURE

- Interested candidates are required to submit their application with detailed resume along with scanned copies of degree certificates; grade sheets/mark sheets and relevant experience certificates via email to **dean_arg@svnit.ac.in** on or before **14/11/2025** with subject line as "**Application for the post of OFFICE ASSISTANT at office of Dean - ARG**".
- Incomplete application without any documents/certificates will not be entertained.
- The shortlisted candidates will be intimated by e-mail only latest by **18/11/2025**.
- The interviews will be conducted **tentatively** in last week of November 2025.
- Mere fulfillment of minimum qualification and experience required does not entitle a candidate to be called for an interview. Short-listing criteria adopted by the institute will be final and binding to all the applicants and no interim queries will be entertained in this regard.
- Institute reserves the right not to fill any/all posts advertised.
- Canvassing in any form or bringing outside influence will disqualify the candidate for being considered for the position.
- Enclose the relevant documents/testimonials in pdf format in the following order:
 1. UG degree certificate & mark sheets
 2. PG degree certificate & mark sheets
 3. Other relevant educational certificates
 4. Relevant experience certificates (in reverse chronological order); The relevant documents in support of the experience should be provided as single pdf
 5. Photo ID proof
 6. Proof of Income/Last salary drawn

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