



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY
SURAT – 395007

Application for a Contract-based Post at Career Development Cell

Career Development Cell (CDC), Sardar Vallabhbhai National Institute of Technology, Surat invites application from candidates meeting the following requirements and desiring to be considered for the following post purely on **contract basis**. The appointment will be made for one year initially, which will be extended for another two years based on performance. Applications are invited through Google link given below only. The eligible candidate must bring their biodata, Govt. approved photo ID proof, original and self-attested copies of certificate/documents for verification and record. For further information visit www.svnit.ac.in. **No communication will be entertained by Non eligible candidates.**

Post (Place and Nature of Post)	No. of Posts	Age	Qualification and Experience	Total Consolidated Emoluments
Administrative Assistant (CDC, SVNIT, Surat, Purely Contractual)	01	Not More than 45 years	Any graduate with first-class degree & 8-10 years of experience in either Career Development Cell (CDC) or Training & Placement (T&P) department. Good oral and written communication skills and proficient knowledge of MS Office, especially Excel, with a background in handling financial and administrative matters.	Rs. 35,000/- per month

Last date to apply through Google form: **03/10/2025, 5.00 p.m.**

Google Form Link: <https://forms.gle/tr73qpHPnsgsV2AE7>

Date & Time of Interview: It will be intimated to eligible candidates by e-mail only.

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Professor Incharge
Career Development Cell, SVNIT