


Annexure-I

	<p align="center">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)</p>			
<p align="center">INTERVIEW</p> <p>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.</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>Mandatory Requirement:</p> <ol style="list-style-type: none"> (1) Any graduate/postgraduate with a degree from the Govt. recognized institute. (2) 10 years of experience, working in the administration of an Office/Govt. Setup. (3) Proficient in using Computer and Microsoft Office (Word, Excel, Power point, etc.). <p>Desirable Requirement:</p> <ol style="list-style-type: none"> (1) Experience, working in the Research and Consultancy area OR in the Accounting Office of a Govt. Educational Institute. 	Consolidated Emoluments of Rs. 36,000/- per month (based on Experience and Expertise)
<p>Last Date of Application: 9th October 2025 till 5:00 pm.</p>				
<p>Application Form: (Use Google Link) https://forms.gle/dFn81bnAimh5p2UF7</p>				
<p>Date & Time of personal interview: 16th October 2025, 11:00 am onwards.</p>				
<p align="center">Sd/- Dean (R&C)</p>		<p align="center">Sd/- Director</p>		

Note: Candidate must meet all requirements on or before last date of application.