



સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન, સુરત  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન સુરત  
(Established by the Government of India under NITSER Act.)  
P.O. ICHCHHANATH, SURAT-395 007, GUJARAT, INDIA  
Website: <http://www.svnit.ac.in>

Advt No. Estt. /2025/Gr\_C/1441

Date: September 30, 2025

**RECRUITMENT FOR NON-TEACHING GROUP 'C' POSITIONS**

Sardar Vallabhbhai National Institute of Technology Surat (SVNIT) was established by the Government of India by an Act of Parliament, offering UG, PG and Ph.D. Programs in Engineering/ Technology and Sciences. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. The Institute invites online applications for the following Non-teaching positions on direct recruitment in various departments/ sections of the Institute:

Sl. No	Name of the Post (s)	Pay Level (as per 7 CPC)	No of Vacant Posts					Total	Upper Age Limit
			UR	SC	ST	OBC-NCL	EWS		
1	Junior Assistant*	Pay Level 03	03	02	-	03	01	09	27
2	Senior Assistant	Pay Level 04	01	-	-	-	-	01	33
	<b>Total</b>		<b>04</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>01</b>	<b>10</b>	

\* One post reserved for PwD

The eligibility criteria for the above posts are as per Recruitment Rules of NITs (2019) and as updated from time to time by Ministry of Education, Govt. of India. For details regarding the online Application Form, Educational Qualifications, Experience, other requirements and terms & conditions for these positions, please visit the Institute website <http://www.svnit.ac.in>. The number of Posts may vary at the time of final selection / recruitment.

The interested candidates may apply online through the Institute website <http://www.svnit.ac.in> and send the filled in downloaded online application form duly signed alongwith self-attested documents viz. relevant testimonials, certificates, payment receipts etc. by speed post to the Registrar, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat – 395 007, Gujarat, The applications received through any other mode shall not be accepted and summarily rejected. **The last date for submission of online application is 14.11.2025 till 5.00 p.m. and receipt of downloaded signed completed application at SVNIT Surat is 21.11.2025.**

-sd/-  
REGISTRAR



**सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत**  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
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Date: September 30, 2025

**RECRUITMENT FOR NON-TEACHING GROUP 'C (Administrative)' POSITIONS**

Sardar Vallabhbhai National Institute of Technology Surat (SVNIT) is established by the Government of India by an Act of Parliament, offering UG, PG and Ph.D Programs in Engineering/ Technology and Sciences. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. The Institute invites online applications for the following Non-teaching positions on direct recruitment in various departments/ sections of the Institute:

Sl. No	Name of the Post (s)	Pay Level (as per 7 CPC)	No of Vacant Posts					Total	Upper Age Limit
			UR	SC	ST	OBC-NCL	EWS		
1	Junior Assistant*	Pay Level 03	03	02	-	03	01	09	27
2	Senior Assistant	Pay Level 04	01	-	-	-	-	01	33
	<b>Total</b>		<b>04</b>	<b>02</b>	<b>00</b>	<b>03</b>	<b>01</b>	<b>10</b>	

\* One post reserved for PwD

The eligibility criteria for the above posts is as per Recruitment Rules of NITs issued in 2019 (Annexure-IA) and as updated from time to time by Ministry of Education, Govt. of India.

**Instructions to the Applicants:**

The interested eligible candidates may apply ONLINE through the Institute website <http://www.svnit.ac.in>. The filled in downloaded online application form duly signed alongwith self-attested documents viz. relevant testimonials, certificates, payment receipts etc. must be sent by speed post to the Registrar, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat – 395 007, Gujarat so as to reach within prescribed due date failing which, their candidature will not be considered. The Institute will not be responsible for any postal delay. **The last date for submission of online application is 14.11.2025 till 5.00 p.m. and receipt of signed completed application form at SVNIT Surat is 21.11.2025 The Envelope containing the application form must be superscribed as 'Application for the post of ....., Application ID No.....'**

**1. Essential/ Desirable Qualification, Age and Experience:**

The essential/ desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for Non-teaching staff in NITs, available at **ANNEXURE-I A**. The applicants are advised to refer the same before filling the online application form.

**2. Age Limit and applicable Relaxation:**

- Maximum age limit for each post shall be as per Recruitment Rules of NITs.
- Age relaxation for OBC(NCL)/SC/PwD/Ex-Servicemen applicants shall be applicable as per Government of India norms. No relaxation would be applicable to

- other candidates applying for Unreserved (UR) vacancies.
- III. The crucial date for determining the maximum age limit shall be the last date of submission of online applications under this advertisement.
- IV. Only the date of birth as indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted.

### 3. General Instructions:

- I. The Institute shall retain data of online application of shortlisted/non-shortlisted candidates only upto six months after the date of completion of the recruitment process.
- II. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. In future, if it is found at any stage, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
- III. The Number of posts shown above may change and may vary at the time of personal selection/recruitment. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.
- IV. Applications that are not in prescribed form / without relevant supporting enclosures may be rejected. No correspondence will be entertained in this regard.
- V. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel any/all communication made with the applicants.
- VI. The period of Experience rendered by a candidate on part-time basis /daily wages or as visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Selection Test/ Interview.
- VII. The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3<sup>rd</sup> September, 2015 will only be accepted as sufficient proof in support of an applicant's claim to belong to Schedule Caste/ Schedule Tribe. The SC and ST certificates must be produced in the prescribed proforma (**Annexure-II [A]**).
- VIII. The persons with benchmark disability (PwD), as indicated against various item(s) in the vacancy details, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. The disability certificate must be produced in the prescribed proforma (**Annexure-II [B]**).

- IX. Ex-Serviceman applicants shall require to submit the certificates in the prescribed proforma for availing age relaxation, if any, as per rules (**Annexure-II [C]**).
- X. Candidate applying for the post(s) reserved for OBC (NCL), must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority (as per **Annexure-II [D]**) without which applications will not be considered. The OBC NCL Certificate must be issued after 1<sup>st</sup> April, 2025.
- XI. Candidate applying for the post(s) reserved for E.W.S, must submit an attested copy of certificate in the format prescribed by Govt. of India, issued by competent authority (**Annexure-II [E]**), without which applications will not be considered. The EWS certificate must be issued after 1<sup>st</sup> April, 2025.
- XII. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel. In such cases, the candidates are advised to send an advance copy so as to reach before the stipulated time limit. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test/ Personal Interview.
- XIII. **Documents/ Certificate to be enclosed/produced:**  

The following documents/certificates are required to be enclosed with a printout of the online application and receipt/proof of online application processing fee deposited, while submission of hardcopy of the application form and required to bring in original along with one set of photocopies, at the time of appearing in the selection process:

  - a) Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth.
  - b) Higher Secondary / Class XII (or equivalent) Board Certificate and Marks-sheet.
  - c) UG / PG Degree / ITI / Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years
  - d) SC/ST certificate issued by the competent authority (**Annexure-II [A]**).
  - e) Divyaang (PwD) applicants shall be required to produce the Disability Certificate (**Annexure-II [B]**).
  - f) Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma (**Annexure-II [C]**).
  - g) The OBC Certificate issued on or after 1<sup>st</sup> April, 2025 (**Annexure-II [D]**).
  - h) The EWS Certificate issued on or after 1<sup>st</sup> April, 2025 (**Annexure-II [E]**).
  - i) Experience Certificate(s) from the Head(s) of Organization(s) as per (**Annexure-III**)
  - j) No Object Certificate alongwith Vigilance Clearance issued from the existing employer, if applicable (**Annexure- IV**).
  - k) Photo identity card (in original, such as Aadhaar Card / Passport / Driving License / Voter ID Card).
  - l) The supporting documents for claiming the past experiences at different levels.
  - m) Any other relevant documents in support of the entries filled in the application form

- n) In case if the qualification is not strictly as per the RR, the candidates are required to provide equivalency certificate from respective board/university.
  - o) Equivalence certificate in case of result having CGPA from respective Institute. In case of non-availability conversion formula from CGPA/OGPA to percentage from respective Institute / university, the conversion from CGPA (10-point scale) into percentage will be considered as CGPA (10-point scale) x 10 = percentage of marks.
- XIV. Notwithstanding anything contained, the guideline of recruitment rules, as communicated by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide **letter No. F.35-5/2018 - TS.III, dated 4<sup>th</sup> April, 2019** will be applicable. However, any modification in the uniform Recruitment Rules as notified by Ministry of Education, GoI will be finally applicable.
- XV. Any addendum/corrigendum and related notifications will be published at the Institute website: <http://www.svnit.ac.in> only. Applicants are advised to regularly visit the Institute website for any update/notification.
- V. Legal disputes, if any, with Sardar Vallabhbhai National Institute of Technology, Surat will be restricted within the Jurisdiction of Surat only.

#### 4. Application Process:

- I. Applicants are required to apply only through online recruitment portal of the Institute website: [www.svnit.ac.in](http://www.svnit.ac.in). Applicants may click on the online application link, read the instructions carefully and fill up the online application form. After successful submission of online application, the applicant must keep a copy of the online submitted application, which will be required to produce as and when asked for.
- II. One recent (within three months from the date of application) color passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the Online application form.
- III. After submission of online application, no request for change in any data will be entertained.
- IV. Application without payment of application processing fee will be considered as incomplete and will be summarily rejected.
- V. **All pages of the application must be numbered and signed by the candidates. All the supporting documents must be self-attested. All the pages of the application form must be numbered and total pages must be written on the first page of the application form.**
- VI. On completion of filling /uploading the online application form and its submission, please download a copy of the submitted application form and its enclosures including the Self-Attested photo-copies of the certificates/testimonials/etc., along with proof of applicable application fee and send the same to the **Registrar, Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Dumas Road, Surat – 395 007, Gujarat by Speed/Registered Post so as to reach on or before last date of receipt of hard copy of Application Form at Institute.** The Envelope containing the application form must be superscribed as Application for the post of ....., Application ID No.....
- VII. The institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date will not be considered and candidature of such candidate will be rejected.

VIII. **Application Processing Fee:**

- a) The SC, ST, PwD and Female candidates are exempted from payment of processing fees subject to submission of valid SC/ST/PwD Certificate. The Applicants belonging to other category shall be required to pay a non-refundable processing fee of **Rs. 500 (Rupees Five Hundred only)**.
  - b) The application processing fee is non-refundable.
5. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.
  6. For queries related to difficulty in submission of on-line application form, the candidate may send email on **[recruitmentnonteaching@svn.it.ac.in](mailto:recruitmentnonteaching@svn.it.ac.in)** with complete details. However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
  7. No enquiry/ queries related to recruitment process shall be entertained till the completion of the process.
  8. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.

9. **Schedule for Recruitment Process**

- I. Date of Publication of detailed notification on Institute's Website: **30.09.2025**
- II. Portal open for online application: **03.10.2025**
- III. Last Date of online application: **14.11.2025 [upto 5:00 p.m.]**
- IV. Last date of receipt of hard copy of Application Form at SVNIT: **21.11.2025**
- V. The procedure for selection / examination pattern/ syllabus/ schedule of examination etc. will be intimate in due course of time and will be uploaded on the Institute website.
- VI. **Candidates are advised to visit the Institute website regularly for all updates. The Institute will not be responsible in any manner, if a candidate fails to visit/ access the Institute website.**

For any query please write to Institute at [recruitmentnonteaching@svn.it.ac.in](mailto:recruitmentnonteaching@svn.it.ac.in)

In case of any technical difficulty please contact:

Phone No.: 0261-2201550

**Time: 10:00 A.M. to 5:00 P.M. (Monday to Friday)**

-sd/-  
**REGISTRAR**  
**SVNIT, Surat**

Recruitment Rules (2019) for the post of JUNIOR ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Junior Assistant</b>
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.  <b><u>Desirable:</u></b> Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
9.	Period of probation, if any	1 Year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct recruitment. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b><u>Promotion:</u></b> Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**Recruitment Rules (2019) for the post of SENIOR ASSISTANT in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Senior Assistant</b>
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.  <b><u>Desirable:</u></b> Proficiency in other computer skills, stenography skills, Bachelor's degree.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b><u>Promotion</u></b> At least 5 years' regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable