



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF  
TECHNOLOGY, SURAT**

**Office of the Dean (Research & Consultancy)**

**Ph. No: (0261) 2201134 / 2201135, Email: Dean\_rnc-office@svnit.ac.in**

**PAN: AAAJS1184P GST NO: 24AAAJS1184P1ZP**

No.: Dean (R&C)/2025-26/

Date: 22.04.2026

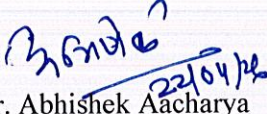
**Submitted Note:**

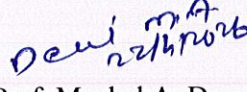
With reference to the earlier approval vide Note No. Dean (R&C)/2025-26/5716 dated 25.03.2026 regarding the recruitment of Administrative Assistant, applications were invited and received accordingly.

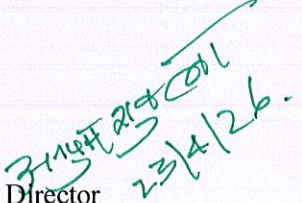
However, due to engagement in election duty, the scheduled interviews could not be conducted as planned on 23.04.2026.

In view of the above, permission is kindly requested to reschedule and conduct the interviews on 28.04.2026 instead of 23.04.2026.

Submitted for kind approval, please.

  
Dr. Abhishek Aacharya  
Asso. Dean (R&C)- SRP

  
Prof. Meghal A. Desai  
Dean(R&C)

  
Director  
23/4/26.

Encl.: Approval note



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT  
सरदार वल्लभभाई नेशनल इंस्टीट्यूट ऑफ टेक्नोलॉजी, सूरत

SVNIT

डीन कार्यालय (अनुसंधान एवंपरामर्श)

The Office of the Dean (Research & Consultancy)

No.: Dean(R&C)/2025-26/5716

Date: 25.03.2026

Submitted for the approval of the Director:

Ref.: 7<sup>th</sup> resolution of 6<sup>th</sup> ICSR Board Meeting held on 26.09.2019

Looking at the volume of various activities related to Research and Consultancy Projects administered by the Office of the Dean (R&C), there is a requirement of two (02) numbers of manpower for managing the smooth functioning of this office. One of the manpower (Administrative Assistant) is completing her tenure on 02 May 2026; therefore, this note is submitted to seek your approval to initiate the recruitment process of one of these posts purely on contract basis for minimum period of 11 months at this Office with a request to extend for two more years upon satisfactory performance. The expenditure will be debited from the code 5/239.

The appointment process will be based on an open advertisement (to be published on the SVNIT website) covering the requirement of One (01) Administrative Assistant. Annexure-I is attached herewith, which contains a detailed description of the required criteria, for your consideration.

Aside from that, if approved, the last date for the receipt of application forms (through Google Form) will be 17<sup>th</sup> April 2026 till 5.00 pm and the date of the personal interview in offline mode (for the shortlisted candidates) will be 23<sup>rd</sup> April 2026 starting at 11:00 am.

Depending on the approval, it may also be allowed to shortlist candidates based on the fulfilment of the mandatory requirements. Upon evaluation by the selection committee, the final merit shall include levels of fulfilment of mandatory and desirable criteria.

Following committee is proposed for evaluating the application & conducting interview for selection of candidates for this position:

- (1) Prof. Meghal A. Desai, Dean (R&C)-Chairperson
- (2) Prof. Jigisha K. Parikh, Professor, DoChE- Member
- (3) Dr. Namrata Jariwala, Asso. Professor, DoC- Member
- (4) Dr. Abhishek Acharya, Associate Dean (R&C) – SRP- Member Secretary

Submitted for your kind approval, please.

*B. J. Jariwala*  
Asso. Dean (R&C) - SRP

*Devi M. A.*  
25/3/2026  
Dean (R&C)

*B. J. Jariwala*  
25/3/26  
Director

Encl.: (1) Annexure-I (Advertisement copy to be placed on SVNIT website)  
(2) Copy of the minutes of the 6<sup>th</sup> Meeting of the ICSR Board

Annexure-I



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF  
 TECHNOLOGY, SURAT**  
 सरदार वल्लभभाई नेशनल इंस्टीट्यूट ऑफ टेक्नोलॉजी, सुरत  
 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](http://www.svnit.ac.in). No communication will be entertained from (non-eligible) candidates.

Name of the Post	Total No. of Post(s)	Age	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	Not more than 45 years	<b>Mandatory Requirement:</b> (1) Any graduate with a degree from the Govt. recognized institute. (2) 10 years of experience, working in the Administration of an Office/Govt. Setup. (3) Proficiency in Computer with MS Office knowledge or equivalent.  <b>Desirable Requirement:</b> (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)

**Last Date of Application: 17<sup>th</sup> April 2026 till 5.00 pm**

**Application Form: (Use Google Link)**

<https://forms.gle/ZcT1KDrj1jFwMd4F6>

**Date & Time of personal interview: 23<sup>rd</sup> April 2026 starting at 11:00 am**

*Devi m. A.*  
 Dean(R&C)

*अनुसंधान & परामर्श*  
 Director  
 25/3/26

Institute. New MoU/Specific Agreement related to R&C may sign by Dean (R&C) with prior permission from Head of the Institute.

The institute Registrar will issue necessary office order in this regard.

**Item No 7** To discuss & resolve about the requirement of Manpower in Dean (R&C) section.

**Reso. No. 7** It is resolved that the suitable manpower (two supporting staff) can be appointed by Dean(R&C) with appropriate monthly emoluments on contract basis initially for three years which may be extended further with a break, based on the performance of candidate/s.

**Point for Noting**

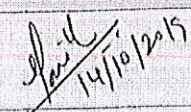
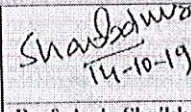
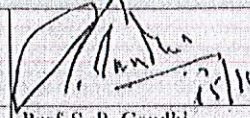
**Item No. 12** R&C News letter and Calendar

**Reso. No. 12** Noted & approved to publish R&C News letter Quarterly. HoDs of each Departments were informed to provide the recent details latest by 20/09/2019 for the first issue of October, 2019.

**Item No. 13** Recommended Payment distribution norms of Consultancy/ Testing /Research Projects OH Component

**Reso. No. 13** Noted & approved to place in upcoming FC & will be further put up to BoG for necessary approval as it is amendment of otem no. 6.22 of 45<sup>th</sup> meeting of BoG dated 13/06/2017 (**Appendix 5**)

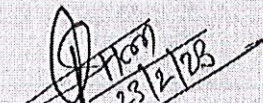
The Chairman ICSR thanked all the members for their active participation in the meeting.

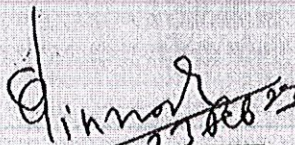
 14/10/2019	 14-10-19	 15/10/19
Dr. Jigisha Parikh Asso. Dean (R&C) & Member Secretary (ICSRB)	Prof. A. A. Shalkh Dean (R & C) Member (ICSRB)	Prof. S. R. Gandhi Director & Chairman (ICSRB)

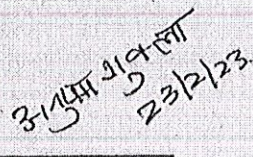
<p><b>Item No. 7</b></p>	<p>To review and resolve the extension of the 7<sup>th</sup> resolution of 6<sup>th</sup> meeting of ICSR Board for appointment of manpower and with a proposal of appointment of additional one (01) suitable manpower (total three (03)) manpower in Dean (R&amp;C) section on contract basis for three years which may be extended further with a break, based on the performance of candidate(s). (Annexure – G)</p>
<p><b>Reso No. 7</b></p>	<p>It was resolved that the services of a total of 01+02 (one plus two i.e. three) persons (i.e. additional one more) on contract (of 11 months) be allowed, to be hired at the Dean (R&amp;C) section. One new position shall be at a higher (Supervisory) level as compared to the current, with wages of upto Rs 75000/- per month.</p> <p>A separate approval, mentioning the minimum educational qualifications, minimum experience required, nature of experience required, and minimum wages to be paid, other eligibility criteria and the mechanism to be used for the selection; be submitted to the Director by the Dean(R&amp;C); after which, if approved, the process for selection may be initiated.</p> <p><i>The Dean(R&amp;C) may take immediate appropriate actions (approval/notification etc.) on the above.</i></p>
<p><b>Item No. 8</b></p>	<p>To review the status of expenditure in the Seed Grants for 2019-20 &amp; 2020-21 (Annexure - H)</p>
<p><b>Reso No. 8</b></p>	<p>The item was noted by the Board. The seed grant allottees be intimated by the respective HoDs to complete the process of procurement of the required equipment as soon as possible.</p> <p><i>The Dean(R&amp;C) may take immediate appropriate actions (approval/notification etc.) on the above.</i></p>
<p><b>Item No. 9</b></p>	<p>To review the status of the number of sponsored research project proposals submission from all the departments and to discuss betterment. (Appendix -I)</p>
<p><b>Reso No. 9</b></p>	<p>The item was noted by the Board. The Director advised the HoDs to ensure that the percentage of project proposals submitted per faculty strength of the department be at least 80% for all the departments. The Director also advised the HoDs to instruct the Senior faculty members in the department to mentor the young faculty members in the department to be able to achieve higher hit ratio for the proposals submitted.</p> <p><i>The Dean(R&amp;C) may take immediate appropriate actions (approval/notification etc.) on the above.</i></p>
<p><b>Item No. 10</b></p>	<p>To review the status of the activities in all the MoUs signed and the status of the feedback on the same received from the departments.</p>
<p><b>Reso No. 10</b></p>	<p>The item was noted by the Board. The Dean(R&amp;C) requested all the HoDs to instruct the focal person in each MoU to periodically intimate the R&amp;C office of the activities done within a signed MoU. The Director advised the HoDs to ensure the liveness of all the MoUs signed by the institute.</p>

<b>Item No. 8</b>	To discuss and recommend a guideline on whether to permit a Bhatnagar Awardee Fellow to undertake Consultancy Assignments or not? There is a request to the effect received at the Dean (R&C) Office from Prof. S A Channiwala. (Annexure - H)
<b>Reso No. 8</b>	The board discussed the point and recommended to permit such Awardee i.e. Bhatnagar Awardee Fellow to undertake consultancy assignments. It was also resolved further that the distribution of such consultancy projects be done as per the prevalling norms of the Institute.
<b>Item No. 9</b>	To advertise for the position of Administrative Assistant at R&C Office with consolidated monthly emoluments at Rs. 36,000/- per month for a period of 11 months.
<b>Reso. No. 9</b>	The board members approved the matter.
<b>Item No. 10</b>	Other Item with the approval of the Chairman. Dr. H B Mehta, Asso. Dean (R&C) -- SRP brought a matter as shown below for discussion among the members. (1) The financial assistance provided towards all IP Applications (i.e. Patent, Design Registration) related expenses; filed before the Empanelment of IP Law Firms, would be as per the previous resolutions adopted by the board, however the excess amount may be reimbursed from the CPDA
<b>Reso. No. 10</b>	It was discussed and resolved that all financial assistance towards such IP related expenditure (Filing, FER, SER, Hearing etc.) would be as per the prevalling maximum ceiling limit, approved by the competent authority time to time.

The meeting was ended with vote of thanks to all the members by the Director for their active participation.

  
Asso. Dean (R&C) - SRP

  
Dean (R&C)

  
Director



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था सुरत  
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**

शिक्षा मंत्रालय, भारत सरकार के द्वारा NITSER अधिनियम के तहत स्थापित एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India

SVNIT

No.E/ 1682

Date: 29/10/2025

OFFICE ORDER:

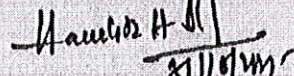
हाथ वितरण  
HAND DELIVERY

E 3 NO. 2025

Ms. Mitall Rohan Kayampanthi is hereby informed that she has been offered the post of "Administrative Assistant" on purely contract basis in the Office of Dean (R&C) at this Institute on consolidated emoluments of Rs. 36,000/- p.m. on the following terms and conditions:

- 1) That the rights are reserved to discontinue the services as Administrative Assistant at any time without prior notice.
- 2) That she should produce at the Establishment Section of the Institute the following certificates in original with attested copies of all certificates in duplicate at the time of joining.
  - a) Certificate for proof of age (SSC)
  - b) Certificate of having passed examinations and experience, if any.
  - c) Certificate of Caste (SC/ST/OBC) if any.
- 3) She will be entitled to proportionate Casual Leave of 08 days during contract period, if circumstances, so demands but not as a matter of right.
- 4) That she joins duties in this Institute on 03/11/2025 but not later than 21/11/2025 under any circumstances.
- 5) That she will be on purely contract basis for a period of six months.
- 6) That in case she wants to be relieved, she has to serve one month's notice or to pay short notice pay in lieu thereof.
- 7) The expenditure towards salary will be deducted from the Salary of Project / Consultancy Staff on Contract in Dean Office Code (5/239)
- 8) That she have to work 06 days a week (i.e. Monday to Saturday)
- 9) She will be eligible for public holiday as declared by the Institute during the year.

If the offer of contractual appointment on above terms & conditions is acceptable, kindly indicate your acceptance by signing the acknowledgement and return one copy of letter on or before 10/11/2025.

  
8/11/2025  
REGISTRAR I/C

To,  
Ms. Mitall Rohan Kayampanthi  
2-34, Doctor Street, At: Umra Gam,  
Opp. SVNIT, Surat, Ichchhanath, Surat - 395 007.  
(M) 990923350, mitalliumrigar@gmail.com

- Copy to :
- (1) Dr. Jigisha K. Parikh, Dean (R&C) & Prof., DoChE - for information
  - (2) Dy. Registrar (A/cs)
  - (3) Personal file
  - (4) Library
  - (5) Dean (R&C)
  - (6) Estate Section
  - (7) Despatch Section