

Annexure-I

	સરદાર વલ્લભભાઈ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થાન, સુરત 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)			
INTERVIEW The Office of the Dean (R&C), SVNIT, Surat invites applications from aspirants meeting the following requirements/criteria. The appointment is purely on a contract basis for the period of Eleven (11) months. Appointment may be extended based on satisfactory performance. Applications are invited through Google Forms. Candidates are required to furnish necessary information and credentials for eligibility using google form only. Eligible candidates will be informed by e-mail. No TA/DA will be provided to attend the interview. For further information visit www.svnit.ac.in. No communication will be entertained from (non-eligible) candidates.				
Name of the Post	Total No. of Post(s)	Age Limit	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	35 years	Essential Requirement: (1) Any Engineering graduate with a degree from the Govt. recognized Institute/University. (2) 03 years of experience, working in the Administration of an Office/Govt. Setup. (3) Proficiency in Computer with MS Office or equivalent. Desirable Requirement: (1) Experience, working in the Research and Consultancy area OR in the Administrative/Establishment/Accounting Office of a Govt. Educational Institute.	Consolidated Emoluments of Rs. 28,000/- per month
Last Date of Application: 17th September 2026 till 5.00 pm				
Application Form: (Use Google Link) https://forms.gle/dJX451GhffeThsVq6				
Date & Time of personal interview: 24th September 2026, 03:00 pm onwards				
Sd/- Dean(R&C)		Sd/- Director		