



No. SVNIT/ Consultant/Dean (Academic)/IA/

12<sup>th</sup> February 2026

**Engagement of Consultant for International Affairs**

Sardar Vallabhbhai National Institute of Technology (SVNIT) Surat is inviting application for engagement of consultant for International Affairs. The details are as follows:

1	Name of work	Consultancy for International Affairs (Only Individual Person/Free Lancer)
2	No. of posts	01
3	Tenure	01 Year which may be extended based on the performance of the candidate and requirement of the institute
4	Remuneration	75,000 per month (based on the qualification and experience), and not to be entitled for any other allowances or benefits that are applicable to the regular employees of the Institute.
5	Qualification and Specialization	Under graduate in BE/B.Tech/BBA/BCA Post graduate in ME/M.Tech/MBA, Diploma in business or any other similar degree
6	Experience	Minimum 3 – 5 years in any of the following organizations IIT/NIT/IIM/IIIT or any other institute of national importance only. Number of collaborations
7	Visit to campus	It will be required to make at least one visit per month to the campus for the initial six months, and thereafter once in three months on a specific mutually convenient date. Additional visits may be planned as needed, with prior consent.
8	Other facilities	During the visit to the campus, the accommodation will be arranged at the institute Guest House (Subject to availability). Travel allowances will be provided as per the institute rules.
9	Job description:	<ul style="list-style-type: none"><li>• To set up the International Relations (IR) related vision, mission and goals for the institute.</li><li>• To plan the structure of the International Relations and build a road map plan</li></ul>

	<p>for 5 years.</p> <ul style="list-style-type: none"> <li>• Prepare the International Relations and Budgetary requirements for the Institute.</li> <li>• Guidance to Implement the strategic plans and goals.</li> <li>• Coordinate with faculty to Identify potential partner Institutions globally based on academic interest.</li> <li>• Start the engagement process leading to collaboration agreements.</li> <li>• To set up the IR office, with people, processes and technologies like CRM solution (for maintaining the database and coordinating), IR website.</li> <li>• Supporting the Office to identifying good staff and training the staff to conduct the IR activities.</li> <li>• Preparing Standard Operating Procedures (SOP's) for every activity.</li> <li>• Planning immersion programs/internships for the students with Foreign Universities/Institutes.</li> <li>• To set up MoU's and prepare framework for academic exchange of faculty/student in between partner institutions.</li> <li>• Interacting with partnering Universities/Institutes and initiating collaborations by conducting the workshops for academic/research collaborations.</li> <li>• The scope is not limited to above mentioned activities, scope includes any activities related to International Relations (IR).</li> </ul>
10	<p><b>Application process</b></p> <p>The eligible interested candidates have to download the application form and submit the hard copy of their filled in applications through speed/registered post in prescribed format with duly assisted copies of the certificates of educational qualifications and experience to “The Joint Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Surat, Ichchhanath, Dumas Road, Keval Chowk, Surat, Gujarat-395007 so as to reach on or before 06.03. 2026.</p> <p>The name of the post applied for should be superscribed on the envelope for sending the hard copy of the application.</p> <p><b>OR</b></p> <p>The eligible interested candidates are required to submit their application in pdf format along with the scanned copy of the following documents to the email id: <b>picia@svnit.ac.in</b>. The last date for submission of application through E-mail is <b>06.03.2026</b>.</p> <p>Documents required to be attached with the application</p> <ol style="list-style-type: none"> <li>a) Copy of identity card issued by Govt. of India</li> <li>b) PAN Card</li> <li>c) Aadhaar Card</li> <li>d) Under graduate degree certificate and marksheets</li> <li>e) Post-graduate degree certificate and marksheets</li> <li>f) Experience certificate and appointment letter</li> <li>g) Brief write-up about experience in each organization also mentioned what</li> </ol>

	improvements/changes occurred during your service.
11	<p>Selection Process</p> <ul style="list-style-type: none"> <li>a) Submission of application (pdf version) by e-mail</li> <li>b) Scrutiny of applications received by technical committee</li> <li>c) Call for presentation/interview (offline)</li> <li>d) Release of appointment letter</li> </ul>
12	<p>General Instructions &amp; Other Information</p> <ul style="list-style-type: none"> <li>a) The engagement would be purely Contract basis. Any claim for absorption at the regular position in the institute will not be entertained at any point of time.</li> <li>b) The appointment is purely on Contract/temporary Basis initially for a period of one year which may be extended further subject of the institute requirement and satisfactory performance of the candidate.</li> <li>c) The Institute reserves the right to terminate the services of the appointee at any time by giving 15 days' notice or payment of 15 days' salary in lieu thereof by either side without assigning any reason.</li> <li>d) All pages of the hard copy of the application must be numbered and signed by the applicant. The total number of pages in the application form must be written on the first page of the application form. All the supporting documents must also be self-assisted.</li> <li>e) It will be the responsibility of the candidate to provide reliable and independently verifiable documentary evidences along with the application form to support all the information and credentials claimed in the application form.</li> <li>f) No TA/DA shall be admissible for appearing in the interview/joining at SVNIT, Surat.</li> <li>g) The institute reserves the right not to fill up the position, cancel the advertisement in whole or in part without assigning any reason and its decision in the regards shall be final.</li> <li>h) For any query the candidate may contact to the office of the Dean, Academic via E-mail@ <a href="mailto:dean_acad@svnit.ac.in">dean_acad@svnit.ac.in</a> and cc to @ <a href="mailto:picia@svnit.ac.in">picia@svnit.ac.in</a></li> </ul>

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