



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

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. SVNIT/Rect-Temp.(AO)/CTTD/499

June 01, 2026

Engagement of Administrative Officer purely on contractual basis at Central for Tribal Technologies Development (CTTD), SVNIT, Surat

The Sardar Vallabhbhai National Institute of Technology Surat invites applications for engagement of **Administrative Officer** purely on contractual basis at Central for Tribal Technologies Development (CTTD) for **one year** initially which may be extended further for a period of **two years on yearly basis** subject to satisfactory performance of the candidate and requirement of the Institute. The details regarding eligibility criteria, terms of references etc. are as follows:

1.	Name of the post	Administrative Officer
2.	Number of posts	01
3.	Nature of engagement	Purely on contract basis for one year which may be extended further for two years on yearly basis based on performance of the candidate.
4.	Method of Recruitment	Based on performance in the Interview
5.	Monthly Pay / Remuneration	Upto Rs 50,000/- per month
6.	Age Limit	Not more than 40 years as on last date of application
7.	Job Profile: - 1. To oversee and support the administrative functions of the Centre including 2. To coordinate with faculty members, project staff, and external agencies 3. To support in project implementation and stakeholder communication 4. To support in outreach, publicity, marketing and dissemination activities 5. To Liaison with Government agencies and industries 6. To maintenance of records, and reports, databases, and official documentation. 7. Any other work as assigned from time to time.	
8.	Educational qualification and Experience: Essential Qualification: B.E./B.Tech. with a Master's degree/Post Graduate diploma/Executive Programme in Engineering or Management from a recognized institution/university. Desirable Qualification/Skills: Experience in use of AI tools, marketing, administration, outreach activities, report preparation, communication, training activities and institutional collaborations. Experience: 3 years of experience in Business or Management sector.	
9.	Application Process: The eligible interested candidates have to download the application form and submit the hard copy of their filled in applications through Speed Post/Courier/Hand delivery in prescribed format with copies of certificates & Mark-sheets, to The Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Surat, Ichchhanath, Dumas Road, Keval Chowk, Surat, Gujarat-395007 so as to reach on or before 22/06/2026 . The envelop should superscribed as Application for the Post of Administrative Officer on Purely Contract Basis at Central for Tribal Technologies Development (CTTD), SVNIT, Surat (Last Date 22/06/2026).	
10.	Selection Process: The shortlisted candidates will be called for interview. The final selection will be based on the performance of candidate during personal interview at SVNIT Surat. Mere fulfilling minimum	

	<p>qualification and experience will not vest any right in candidate for being called for interview. The shortlisting parameters will be decided by the Institute and thereafter, adequate number of candidates, as decided by the Institute, will be shortlisted for interview. The decision of the Institute Authorities shall be final. No correspondence will be entertained in this regard.</p>
11.	<p><u>General Instructions & Other Information :</u></p> <ol style="list-style-type: none"> i. The engagement would be purely on contractual basis. Any claim for absorption at the regular position in the institute will not be entertained at any point of time. ii. The engagement will be subject to their medical fitness. iii. The Institute reserve the right to terminate the services of the appointee at any time by giving one month's notice or payment of one month salary in lieu thereof by either side without assigning any reason. iv. The incumbents shall be eligible for 8 days of casual leave in a calendar year. Any other leave shall not be admissible. v. The appointee will not be entitled for any medical facility/ accommodation or any other type of allowances. vi. The appointees have to attend the office six days a week. vii. In case of exigencies of the work, the appointee shall be required to attend the duty on Holidays. No extra remuneration shall be admissible for the same. viii. The Headquarters of the appointee shall be at Surat. ix. The Institute reserves the right to impose any other reasonable conditions to safeguard the interest of the Institute. x. Any resultant dispute shall be settled within the jurisdiction of Surat. xi. The last date of receiving of application shall be considered as the cut-off date of age, educational qualifications and experience. xii. No TA/DA shall be admissible for appearing in the written test/ Interview/ joining at SVNIT, Surat. xiii. The Institute reserves the right not to fill up the positions, cancel the advertisement in whole or in part without assigning any reason and its decision in the regards shall be final. xiv. The appointment is purely on Contract Basis initially for a period of one-year and which may be renewed further upto maximum of two years on yearly basis subject to institute requirement and satisfactory performance of the candidate. The renewal of tenure/ enhancement of monthly remuneration of candidate will be based on performance of the candidate which will be assessed by the Institute level committee.

Note:

- (i) The last date of receipt of applications is **22/06/2026**.
- (ii) The applications received after the closing dates and incomplete applications will be summarily rejected.
- (iii) The Institute reserves its right to decide the method of Selection Process depending upon the number of applications / shortlisted candidates.
- (iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions, his/her candidature will be summarily rejected.
- (v) The Institute reserves the right not to fill up the positions, cancel the advertisement in whole or in part without assigning any reason and its decision in the regards shall be final.

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REGISTRAR