

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 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. 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	Mandatory Requirement: (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. Desirable Requirement: (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: 17th April 2026 till 5.00 pm				
Application Form: (Use Google Link) https://forms.gle/ZcT1KDrj1jFwMd4F6				
Date & Time of personal interview: 23rd April 2026 starting at 11:00 am				
Sd/- Dean(R&C)			Sd/- Director	