

**Annexure-I**

		<p>सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  <b>SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT</b>                  सरदार વલ્લભભાઈ નેશનલ ઈન્સ્ટીટ્યુટ ઓફ ટેકનોલોજી, સુરત                  डीन कार्यालय (अनुसंधान और परामर्श)  <b>The Office of the Dean (Research &amp; Consultancy)</b></p>		
<b>INTERVIEW</b>				
<p>The Office of the Dean (R&amp;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 <a href="http://www.svnit.ac.in">www.svnit.ac.in</a>. No communication will be entertained from (non-eligible) candidates.</p>				
Name of the Post	Total No. of Post(s)	Age	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	Not more than 45 years	<p><b>Mandatory Requirement:</b></p> <p>(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.</p> <p><b>Desirable Requirement:</b></p> <p>(1) Experience, working in the Research and Consultancy area <b>OR</b> in the Accounting Office of a Govt. Educational Institute.</p>	Consolidated Emoluments of Rs. 36,000/- per month (based on Experience and Expertise)
<b>Last Date of Application: 17<sup>th</sup> April 2026 till 5.00 pm</b>				
<b>Application Form: (Use Google Link)</b>				
<a href="https://forms.gle/ZcT1KDrj1jFwMd4F6">https://forms.gle/ZcT1KDrj1jFwMd4F6</a>				
<b>Date &amp; Time of personal interview: 23<sup>rd</sup> April 2026 starting at 11:00 am</b>				
Sd/- Dean(R&C)			Sd/- Director	