

**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY , SURAT**  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP-III)**

**Advertisement for the Contractual Position**

**(No. TEQIP-III/Advt./Manpower/2017-18)**

The institute has received TEQIP-III Project through NPIU (World Bank Project). Basic motive for TEQIP Cell is to take various initiatives in Quality Education. This includes starting new PG Programmes and training for the trainers/faculties.

Application are invited for the post of **Office Assistant (03 Nos)** to be filled in purely on contract basis for this project. Necessary application form is available on institute website. Application should be addressed to **the Director, SVNIT, Surat (TEQIP Office)** so as to reach before 5.00PM on or before 16<sup>th</sup> August 2017. The institute remains closed on all Saturdays and Sunday.

List of eligible candidate to be called for interview is likely to be put up on the institute website ([www.svnit.ac.in](http://www.svnit.ac.in)) on 21<sup>st</sup> August 2017. The information will also be sent through email.

**No separate call letters will be given for this purpose.**

Candidates invited for interview will have to make their own arrangement for travel and stay at Surat, if required.

Interview : 23-08-2017 at 11:00 AM (Short listed candidates)

**Other conditions:**

1. Appointment will be **PURELY CONTRACTUAL** and without summer and winter vacations.
2. Appointment will be initially for 1 year which may be extended depending upon the duration of project and performance of the candidate.
3. Leaves will be as per rules for such contractual or temporary appointments for the projects as per institute norms.
4. Attested copies of all necessary mark sheet and certificates including caste certificate (if applicable) must be attached with the application.
5. Those working in government/semi government/public sector should apply through proper channel or bring proper "No Objection Certificate" at the time of interview.
6. Preference may be given to the deserving candidate belonging to the reserved category as per the MHRD (Govt. of India) norms.

Details of required qualification, experiences etc. are as follows:

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**Office Assistant (1) : (01 No)**

<b>Minimum Qualification</b>	Diploma/degree in any stream with first class and certified computer course for Microsoft word, excel, DTP etc.
<b>Experience</b>	Minimum 3 years of relevant work. Good knowledge of English for communication, office procedure.
<b>Salary</b>	Rs.20,000/-
<b>Age Limit</b>	Below 35 years

**Office Assistant (2): (02 No)**

<b>Minimum Qualification</b>	B.Com / M.Com /Graduate in Information Technology. Must have knowledge of Telly software.
<b>Experience</b>	Minimum 3 years of relevant work. Good knowledge of English for communication, office procedure, operating government portal and taxation related matters.
<b>Salary</b>	Rs.20, 000/-
<b>Age Limit</b>	Below 35 years

**Note:**

Applications are invited for above manpower requirement as per the attached application form on or before 16/08/2017. The eligible candidate will be called for interview on 23/08/2017.