



Ref. No.: ES/ Advt. No.: 01/2024-25/1280

Date: 20.08.2024

NOTICE

Sub: Application for vacant residential accommodation

Applications are invited for residential accommodation at the Institute's campus for the following vacant quarters. The interested and eligible staff may submit duly filled-in application in the prescribed format for allotment / change of quarters on or before August 28, 2024 (Before 5 PM) to the Senior Executive Engineer, Estate, SVNIT Surat. The application form is available with Estate Office. The eligibility for the existing accommodation as per revised classification of accommodation by the Institutes' House Allotment Committee as given below:

Existing Accommodation	Revised Classification of Accommodation	No. of vacancy available
Type III-Tower A/B	Type III	72*

(i) Type-III Quarters

Sr. No.	Quarter No.		Floor No.	Total Flats
	Tower A (Pay level 6,7,8)	Tower B (Pay level 09 and above)		
1.	III A-101, 102, 103, 104	III B-101, 102, 103, 104	First	8
2.	III A-202, 203, 204	III B-201, 202, 203, 204	Second	7
3.	III A-301, 302, 303, 304	III B-301, 303, 304	Third	7
4.	III A-401, 402, 404	III B-401, 402, 403, 404	Fourth	7
5.	III A-501, 502, 503, 504	III B-501, 502, 503	Fifth	7
6.	III A-601, 603, 604	III B-601, 602, 603, 604	Sixth	7
7.	III A-701, 702, 703, 704	III B-702, 703, 704	Seventh	7
8.	III A-801, 802, 803	III B-801, 802, 803, 804	Eighth	7
9.	III A-901, 902, 903, 904	III B-901, 903, 904	Ninth	7
10.	III A-1001, 1002, 1003, 1004	III B-1001, 1002, 1003, 1004	Tenth	8
Total Residential Units				72

*The employees bearing pay level 2,3,4 & 5 may also be considered for allotment in case of surplus available accommodation.

1. **Priority:** For allotment of the quarters to eligible employees of the Institute, the date of priority shall be the date of joining in the Institute. Allotment of Quarters shall be done as follows:
 - a) The date of priority in respect of Type-III accommodation shall be determined on the basis of the date of joining of the employee in the Institute and the eligibility for the type of accommodation shall be decided as per the level of pay of the applicant in the present pay matrix. Such applicants can bid for lower type of accommodation if he/she wishes to do so.
 - b) The inter-se seniority shall be considered on the basis of the following factors, namely:
 - i. where the priority date of two or more applicants is the same, the applicant having a higher level pay in the level shall be senior in the waiting list;
 - ii. where the date of priority and the pay in the level of two or more applicants are the same, the applicant who has joined the Institute earlier shall be senior in the waiting list; and
 - iii. Where the date of priority, pay in the level and the date of joining the Institute of two or more applicants are the same, the applicant retiring earlier may be accorded priority over the applicant retiring later.
2. Allotment of quarter will be made as per priority choice of the employee. The allotment once made will not be changed in any circumstances. Non-acceptance of allotment by the applicant, on any reason will render him/ her ineligible for further allotment for a period of one Year. Only one change is permissible in a particular type of accommodation.
3. In case of surplus accommodations of higher entitlement are available in the Institute, the employee with lower entitlement may be allotted accommodations of higher entitlements. The priority will be given based on the date of Joining. Tie breaking criteria shall remain same as above.
4. If any employee fails to accept the allotment of a residence within five days of the allotment letter or fails to take the possession of that residence after acceptance within eight days, he / she will not be eligible for another allotment for a period of one year.
5. The accommodation shall be used for residential purpose only by the allottee and other authorised persons. Action shall be taken against the allottee for unauthorised use of the allotted accommodation.
6. The flat rate of License Fee for General Pool Residential Accommodation in respect of types of accommodations allotted to the employee shall be charged in accordance to the rate specified by the Directorate of Estates, Ministry of Urban Development, Government of India.
7. Where allotment of accommodation has been accepted, the liability for licence fee shall commence from the date of physical occupation of the accommodation. Also, all employees who avail the campus accommodation shall forfeit their claim for the HRA.

8. The allottee may surrender the allotted accommodation at any time during the allotment period. The allottee who surrenders the accommodation shall not be considered again for allotment of accommodation for a period of one year from the date of such surrender.
9. Applicants are requested to submit their application with preferences as per the proforma attached with this notice. The applicants may exercise maximum preferences of quarters as mentioned in this notice as per his/her eligibility. The applicants willing to see the vacant quarters may contact the Mr. Rajneesh Poonia, Junior Engineer (Mob: +919728426378), Estate office on all working days during **August 21, 2024 to August 23, 2024** between **11:00 a.m. – 12:00 noon and 3:00 p.m.- 4:00 p.m.** The interested and eligible employees may submit duly filled-in application in the prescribed format for allotment / Change of quarters on or before **August 28, 2024 (Before 5 p.m.)** to the **Senior Executive Engineer, Estate, SVNIT Surat.**
10. Any misrepresentation of facts in the application would render in cancellation of allotment of quarter and would also be liable for action against employee concerned under CCS (Conduct) Rules.

Encl: As Above

**Sd/-
Registrar**