



ADVERTISEMENT FOR RECRUITMENT ON CONTRACTUAL BASIS

Sub: Engagement of Assistant Engineer (Electrical), Finance Executives and Legal Officers purely on contractual basis in SVNIT, Surat-regarding.

The Sardar Vallabhbhai National Institute of Technology, Surat invites applications for engagement of following positions on purely contract basis for one year and may be renewed further upto maximum of three years subject to institute requirement and satisfactory performance of the candidate. The details regarding eligibility criteria, terms of references etc. are as follows:

Sr. No.	Name & Age limit of post(s)	No. of persons to be engaged	Consolidated Remuneration per month	Job description, Educational Qualification and Experience required
1.	Assistant Engineer (Electrical) Age limit: Preferably below 40 years and below 62 years for retired employees.	01	Rs 45,000/-	Job Description: Operation and Maintenance of Transformer, VCB, HT control panel, GOD switches, 22 KV underground cable, Diesel generator set, LT work, Supervision, Estimation, Tendering and other administrative work. Eligibility Criteria: B.E./B.Tech in Electrical Engineering from a recognized university. Experience: 5 years in relevant area.
2.	Finance Executive Age limit: Preferably below 40 years for CA/C&MA and below 62 years for retired employees.	02	Rs 45,000/-	Job Description: I. To execute Finance & Accounts functions within the governmental rules, procedures and statutory guidelines. II. To independently handle Finance & Accounts functions of the institute III. To assist the management in preparation and finalization of budget proposals of the institute for submission to MHRD IV. To assist the management in submitting periodical reports to MHRD V. To finalize the Annual Accounts of the institute VI. To handle accounts of Research and Consultancy projects VII. Scrutiny and reconciliation of fee receipts and other receipts of the institute VIII. Issuance of utilization certificates to various funding agencies after thorough verification IX. Knowledge of Public Financial Management Systems (PFMS) X. Knowledge of Tally ERP software Eligibility Criteria: I. Chartered Accountants/ Cost & Management Accountants with 3 to 5 years of experience or Retired Accounts Officers from Central Government / Autonomous Institutions / SAS Accountants in level 12 or 11 or 10 with knowledge of Tally ERP and MS Office. II. Relevant exposure in Finance & Accounts in large research organizations or educational institutions of repute.
3.	Legal Officer Age limit: Preferably below 40 years and below 62 years for retired employees.	01	Rs 45,000/-	Job Description: i. Assisting the Standing Counsels in handling the cases in the District/High Court/Labour Court ii. Preparing para-wise comments and documents required for filing replies iii. Drafting replies to the RTI Queries

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				iv. Preparation of Charge sheets v. Vetting MoUs/Agreements vi. Any other work as assigned from time to time. Eligibility Criteria: Candidate with LLB from a recognized University and / or Institute in India, recognized by Bar Council of India with minimum 2 years of experience, as Law practitioner/ Legal Adviser or Legal Associate in any organization preferably Government/ Semi-Government/ Autonomous organization. Preference will be given to candidates with experience in service matters, contract matters.

General Instructions & Other Information

- i. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.
- ii. Fulfillments of qualifications mere does not entitle a candidate to be called for selection process.
- iii. The engagement would be purely temporary and contractual in nature Any claim for absorption at the regular position in the institute will not be entertained any point of time.
- iv. The engagement will be subject to their medical fitness and police verification.
- v. The Institute shall also reserve the right to terminate the services of the appointee at any time without giving any notice and also without assigning any reason.
- vi. The incumbents shall be eligible for 8 days of casual leave in a calendar year. Earned Leave shall not be admissible.
- vii. The appointee will not be entitled for any medical facility/ accommodation or any other type of allowances.
- viii. The appointees have to attend the office six days a week.
- ix. The appointee may be required to attend the duty on Saturdays, Sundays and other Gazetted Holidays in case of exigencies of work. No extra remuneration is admissible for the same.
- x. The Headquarters of the appointee will be Surat.
- xi. The Institute reserves the right to impose any other reasonable conditions to safeguard the interest of the Institute.
- xii. Any resultant dispute shall be settled within the jurisdiction of Surat.
- xiii. The closing date for submission of applications shall be considered as the cut-off date of age, educational qualifications and experience.
- xiv. In case of CGPA/GPA, please enclose the appropriate conversion formula to percentage / CGPA/GPA calculator. In case CGPA conversion table is not available from their graduating institutions, the criteria applicable for SVNIT, Surat will be used for % conversion.
- xv. The Institute reserves the right to assign / transfer the selected candidates to any section/ department within the Institute and engagement will be offered accordingly.
- xvi. The shortlisted candidates will be called for Interview. In the event of receipt of large number of applications, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the Interview.
- xvii. No TA/DA shall be admissible for appearing in the written test/ Interview/ joining at SVNIT, Surat.
- xviii. 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.

How to apply:

The copy of application form is available on Institute website. The Interested and eligible candidates may download the application form and submit the hard copy of their filled in applications through Speed/ Registered Post in prescribed format with copies of certificates & Mark-sheets, so as to reach on or before 14th May 2021 to:

The Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Surat, Ichchhanath, Dumas Road, Keval Chowk, Surat, Gujarat-395007

The envelop should superscribed as Application for the Post of on Purely Contract Basis (Last Date 14th May 2021)

Note:

- (i) The last date of receipt of applications is 14th May, 2021.
- (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.

REGISTRAR