

	<p align="center"><b>SARADAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY,</b></p> <p align="center"><b>ICHCHHANATH, SURAT-395007</b></p>			
<p align="center"><b>INTERVIEW</b></p> <p>The Office of the Dean (R&amp;C), SVNIT, Surat invites application from candidates meeting the following requirements/fulfilling following criteria and desiring to be considered for the following post purely on contract basis for period of Eleven (11) months. Applications are invited through Google Form with required details for personal interview at 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>				
<b>Name of the Post</b>	<b>Total No. of Post(s)</b>	<b>Age</b>	<b>Qualification and Experience</b>	<b>Emoluments</b>
Administrative Assistant	One (01)	Not more than 45 years	<p><b>Mandatory Requirement:</b></p> <ul style="list-style-type: none"> <li>(1) Any graduate with degree from the Govt. recognized institute.</li> <li>(2) 10 years of experience of working in Administration of an Office/Govt. Setup.</li> <li>(3) Proficiency in Computer with MS Office knowledge or equivalent.</li> </ul> <p><b>Desirable Requirement:</b></p> <ul style="list-style-type: none"> <li>(1) Experience of working in Research and Consultancy area <b>OR</b> in Accounting Office of a Govt. Educational Institute.</li> </ul>	Consolidated Emolument of Rs. 30,000/- per month
<p><b>Last Date of Application:</b> 18<sup>th</sup> December, 2021 till 5:00 pm</p>				
<p><b>Application Form: (Use Google Link)</b></p> <p><a href="https://forms.gle/ivejfJueerFxs3qAA">https://forms.gle/ivejfJueerFxs3qAA</a></p>				
<p><b>Date &amp; Time of personal interview:</b> 24<sup>th</sup> December, 2021 at 10:00 am onwards</p>				
Dean (R&C)			Director	