



Engagement of Security Officer purely on Contract basis

The Sardar Vallabhbhai National Institute of Technology Surat invites applications for engagement of Security Officer purely on contract basis for **ONE** year which may be extendable further subject to satisfactory performance of the candidate and requirement of the Institute. The details regarding eligibility criteria, terms of references etc. are as follows:

1.	Name of the post	Security officer
2.	Number of posts	01
3.	Nature of engagement	Contractual
4.	Monthly Pay / Remuneration	Consolidated pay of Rs 36,000
5.	Age Limit	Preferably Below 60 years as on last date of application. However, for Ex-Servicemen / re-employed pensioners, preferably below 65 years.
6.	Educational and other qualifications & experience required for recruitment Bachelor's Degree from a recognized University/ Institute with Minimum 15 years' experience in in the Army/Central Paramilitary Forces in Govt. Organization/Government Educational Institutions. Preference will be given to the person who have served in the Army / Central paramilitary Forces or such uniformed services. Desirable Educational Qualification and Experience Candidates must have experience in crowd control, dealing with students in residential campus, Police Station Protocols and familiarization with documentation procedures during VIP/VVIP visits, mobile patrol and relevant.	
7.	Job Requirements: <ul style="list-style-type: none">Supervising all the aspects of security and safety measures for safety of the properties of the InstituteResponsible for proper maintenance of all records relating to movement of men and material, proper deployment of security personnel in all shifts, handling of visitors, working of security cameras, enforcement of security rules, regulations and procedures, etc.The candidate should be able to work round the clock (24x7) as and when required and attend in person to any security related emergency.To conduct investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with Security Rules/ Regulations and procedures to deal with local authority of law & order as and when required. Knowledge of local language will be an added advantage.Prepare duty rosters of security personnel.To supervise patrolling around the campus and to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.Regulate movement of vehicular traffic/parking control within the campus and in front of the gates.Handling of Institute's Transportation requirements.Any other duty as may be assigned by the higher authority from time to time.The candidate will be required to stay in the campus on selection.	
8.	Application Process: The eligible interested candidates have to download the application form and submit the hard copy of their filled in applications through Speed/ Registered Post in prescribed format with duly attested copies of all certificates & Mark-sheets, to The Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Surat, Ichchhanath, Dumas Road, Keval Chowk, Surat, Gujarat-395007 so as to reach on or before June 21, 2024 . The envelop should superscribed as Application for the Post of Security officer on Purely Contract Basis (Last Date June 21, 2024).	

9.	<p><u>Selection Process:</u> The shortlisted candidates will be called for interview. The final selection will be based on the performance of candidate during personal interview at SVNIT Surat.</p> <p>Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The shortlisting parameters will be decided by the Institute and thereafter, adequate number of candidates, as decided by the Institute, will be shortlisted for interview. The decision of the Institute Authorities shall be final. No correspondence will be entertained in this regard.</p>
10.	<p><u>General Instructions & Other Information:</u></p> <ol style="list-style-type: none"> i. The engagement would be purely on Contract basis. Any claim for absorption at the regular position in the institute will not be entertained at any point of time. ii. The appointment is purely on Contract Basis initially for a period of one year which may be extended further upto maximum of two years subject to institute requirement and satisfactory performance of the candidate. iii. The engagement will be subject to their medical fitness and police verification. iv. The Institute reserve the right to terminate the services of the appointee at any by giving 15 days' notice or payment of 15 days' salary in lieu thereof by either side without assigning any reason. v. The appointee will not be entitled for any medical facility/ accommodation or any other type of allowances. vi. The appointee has to attend the office six days a week. The appointee will be eligible for casual leave of total 8 days during the tenure of 01 (one) year. For any unauthorized absence; salary will be deducted on pro-rata basis. vii. In case of exigencies of the work, the appointee shall be required to attend the duty on Holidays. No extra remuneration shall be admissible for the same. viii. The Headquarters of the appointee shall be at Surat. ix. The Institute reserves the right to impose any other reasonable conditions to safeguard the interest of the Institute. x. Any resultant dispute shall be settled within the jurisdiction of Surat. xi. The closing date for submission of applications shall be considered as the cut-off date of age, educational qualifications and experience. xii. In case of CGPA/GPA, the applicants are required to 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. xiii. All pages of the hard copy of the application must be numbered and signed by the applicant. The total number of pages in the application form must be written on the first page of the application form. All the supporting documents must also be self-attested. xiv. It will be the responsibility of the candidate to provide reliable and independently verifiable documentary evidences along with the application form to support all the information and credentials claimed in the application form. xv. The date for determining the eligibility of candidates in every respect, i.e., qualification, experience, preferred age limit, etc., shall be considered the closing date of the respective round of rolling advertisement online application. xvi. The Institute reserves the right to assign / transfer the selected candidates to any section/ department within the Institute. 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.

Note:

- (i) The last date of receipt of applications is **June 21, 2024**.
- (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.