



### **NOTIFICATION FOR ENGAGEMENT OF FINANCE EXECUTIVES ON PURELY CONTRACTUAL BASIS**

Sardar Vallabhbhai National Institute of Technology Surat invites applications for the engagement of **Finance Executives (02)** on purely contract basis for **ONE** year which may be renewed further up to a maximum of two years (total 03 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)	Consolidated Remuneration per month	Eligibility Criteria and Job Description
1	<b>Finance Executive</b> <b>Age limit: 40 years</b>	Rs. 60000/-	<b>Eligibility Criteria:</b> Graduate with Chartered Accountant with knowledge of Accounts, Audit, Direct and Indirect Taxation with knowledge of Tally ERP and MS Office.  <b>Job Description:</b> <ul style="list-style-type: none"><li>To execute all functions of Finance &amp; Accounts within the governmental rules, procedures and statutory guidelines.</li><li>To assist in preparation and finalization of budget proposals/ reports of the institute for submission to MOE</li><li>To finalize the Annual Accounts of the institute</li><li>To assist in assessment / scrutiny of accounts of Research and Consultancy projects</li><li>Scrutiny and reconciliation of all receipts of the institute including bank reconciliation statement.</li><li>To assist in taxation matters of the institute including submission of periodical return for income tax, TDS, GST, Professional Tax etc.</li><li>Knowledge of Public Financial Management Systems (PFMS) and Tally ERP software</li><li>Any other works assigned from time to time</li></ul>

#### **1. 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 **September 30, 2024**.
- The name of the post applied for should be superscribed on the envelope for sending the hard copy of the application.

#### **2. Selection Process:**

- 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.
- Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The short listing 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.

### **3. General Instructions & Other Information:**

1. 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.
2. The appointment is purely on Contract Basis initially for a period of one year which may be extended further up to maximum of two years subject to institute requirement and satisfactory performance of the candidate. The renewal of tenure/ enhancement of monthly remuneration of candidate will be based on performance of the candidate which will be assessed by the Institute level committee.
3. The engagement will be subject to their medical fitness and police verification.
4. 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.
5. The appointee will not be entitled for any medical facility/ accommodation or any other type of allowances.
6. 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.
7. 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.
8. The Headquarters of the appointee shall be at Surat.
9. The Institute reserves the right to impose any other reasonable conditions to safeguard the interest of the Institute.
10. Any resultant dispute shall be settled within the jurisdiction of Surat.
11. The closing date for submission of applications shall be considered as the cut-off date of age, educational qualifications and experience.
12. 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.
13. 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.
14. 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.
15. 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 for submission of application forms.
16. The Institute reserves the right to assign / transfer the selected candidates to any section/ department within the Institute.
17. No TA/DA shall be admissible for appearing in the written test/ Interview/ joining at SVNIT, Surat.
18. The number of post advertised is tentative, which may increase or decrease as per the requirement of the Institute. 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.

### **IV. Note:**

1. The last date of receipt of applications is **September 30, 2024**.
2. The applications received after the closing dates and incomplete applications will be summarily rejected.
3. The Institute reserves its right to decide the method of Selection Process depending upon the number of applications / shortlisted candidates.
4. The candidates applying for the post(s) should ensure that they meet all the eligibility conditions, his/her candidature will be summarily rejected.
5. The number of post advertised is tentative, which may increase or decrease as per the requirement of the Institute. 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.