



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
 सरदार वल्लभभाई नेशनल इंस्टीट्यूट ऑफ टेक्नोलॉजी, सूरत  
 डीन कार्यालय (अनुसंधान और परामर्श)  
**The Office of the Dean (Research & Consultancy)**

### INTERVIEW

The Office of the Dean (R&C), SVNIT, Surat invites applications from candidates meeting the following requirements/fulfilling the following criteria and desiring to be considered for the following post purely on a contract basis for the period of Eleven (11) months. Applications are invited through Google Forms with the required details for a personal interview at the specified date. Eligible candidates will be informed by e-mail. For further information visit [www.svnit.ac.in](http://www.svnit.ac.in). No communication will be entertained from (non-eligible) candidates.

Name of the Post	Total No. of Post(s)	Upper Age Limit	Qualification and Experience	Emoluments
Administrative Assistant	One (01)	35 years	<b>Essential Requirement:</b> (1) Any Engineering graduate with a degree from the Govt. recognized institute/University. (2) 03 years of experience, working in the Administration of an Office/Govt. Setup. (3) Proficiency in Computer with MS Office or equivalent.  <b>Desirable Requirement:</b> (1) Experience, working in the Research and Consultancy area <b>OR</b> in the Administrative/ Establishment/ Accounting Office of a Govt. Educational Institute.	Consolidated Emoluments of Rs. 25,000/- to Rs. 35,000/- per month (Based on Experience & Expertise)

**Last Date of Application: 7<sup>th</sup> June 2025 till 5.00 pm**

**Application Form: (Use Google Link)**

<https://forms.gle/ZRG5SWMTMAXap2DB8>

**Approval No.:** Dean (R&C)/2025-26/658 dated.19.05.2025

Sd/-  
 Director,  
 SVNIT, Surat