



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सूरत  
(Established by the Government of India under NITSER Act.)  
P.O. ICHCHHANATH, SURAT-395 007, GUJARAT, INDIA  
Website: <http://www.svnit.ac.in>

Advt No. Estt. /2024/Gr\_A (R)/2262

Date: December 10, 2024

### **RECRUITMENT FOR THE POST OF REGISTRAR**

Sardar Vallabhbhai National Institute of Technology, Surat is an Institute of National Importance under the Ministry of Education, Government of India. The Institute offers UG, PG and Ph.D. programs in Engineering/Technology and Sciences. The Institute is in search of bright, dynamic, qualified, experienced, and suitable Indian Nationals to cater the Institute's administrative requirements. Applications are invited for the following non-teaching positions (Group 'A') as follows:

Sl. No	Post	Pay Level	No. of Post & Category	Upper Age Limit	Method of Recruitment
1	Registrar	14	01 (UR)	56	Deputation (Including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier or as fixed by Government of India by orders issued in this regard from time to time

The eligibility criteria for the above posts are as per the Recruitment Rules of NITs (2019) and as updated from time to time by Ministry of Education, Govt. of India. For details regarding the process of Application, Educational Qualifications, Experience, Reservation, Age Relaxation, other terms and conditions, please visit the Institute website <https://www.svnit.ac.in/>. The number of posts may vary during the recruitment process.

- **Deadline for submission of online application: 11:59 p.m. on 10.01.2025**
- **Deadline for receipt of duly signed printed online filled-in application form at SVNIT Surat: 5.00 p.m. on 17.01.2025.**

-sd/-  
REGISTRAR



**RECRUITMENT FOR THE POST OF REGISTRAR**

Sardar Vallabhbhai National Institute of Technology, Surat is one of the thirty National Institutes of Technology under the Ministry of Education, Government of India. The Central Govt. by Act of Parliament (National Institutes of Technology Act, 2007 (29 of 2007)) declared SVNIT Surat as an Institute of National Importance along with all other NITs. The Institute offers UG, PG and Ph.D. Programs in Engineering/ Technology and Sciences. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. Online applications are invited for the following non-teaching positions (Group 'A') on direct recruitment:

Sl. No	Post	Pay Level	No. of Post & Category	Upper Age Limit	Method of Recruitment
1	Registrar	14	01 (UR)	56	Deputation (Including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier or as fixed by Government of India by orders issued in this regard from time to time

The eligibility criteria for the above posts are as per Recruitment Rules of NITs issued in 2019 (Annexure-A1) and as updated from time to time by Ministry of Education, Govt. of India.

**Instructions to the Applicants:**

The interested eligible candidates may apply ONLINE through the Institute website <https://www.svnit.ac.in/>. The filled in downloaded online application form duly signed along with self-attested documents viz. relevant testimonials, certificates, payment receipts etc. must be sent by speed/ registered posts to the **Registrar, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat-395 007, Gujarat (India)** so as to reach within prescribed due date failing which, their candidature will not be considered. The Institute will not be responsible for any postal delay.

- The last date for submission of online application is **10.01.2025 till 11:59 pm** and receipt of duly signed printed online filled-in application form at SVNIT Surat is **17.01.2025 till 5.00 p.m.**

## **1. Essential/ Desirable Qualifications, Age, and Experience:**

The essential/ desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for non-teaching staff in NITs, available at **ANNEXURE-A1**. The applicants are advised to refer to the same before filling in the online application form.

## **2. Applicable Relaxation/s:**

- I. The maximum age limit for each post shall be as per the Recruitment Rules of NITs and/or MHRD (Now MoE) Letter dated 20<sup>th</sup> February, 2019 (Para C(i)).
- II. Relaxations in age for SC/ST/OBC(NCL)/Persons with Disabilities / Departmental Candidates /Ex-Servicemen will be admissible as per Govt. of India norms. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of online application forms i.e. **10<sup>th</sup> January, 2025**.
- III. As per MHRD Letter dated 20<sup>th</sup> February, 2019 (Para C(i)), the Registrars who have completed or completing their full term of 5 years in Institute concerned will be eligible to participate in the selection process for appointment for another term subject to fulfilling the conditions with regard to educational qualifications and experience as specified in the RR.
- IV. Only the date of birth as indicated in SSC (10<sup>th</sup> Standard) Certificate/Birth Certificate will be accepted.

### **I. General Instructions:**

- I. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. In future, if it is found at any stage, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
- II. The Institute reserves the right not to fill any/all posts advertised and to reject any/all application without assigning any reason.
- III. Applications that are not in prescribed form / without relevant supporting enclosures may be rejected. No correspondence will be entertained in this regard.
- IV. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.
- V. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel. In such cases, the candidates are advised to send an advance copy so as to reach before the stipulated deadline. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test/ Personal Interview.

VI. *Those candidates applying for Deputation method: Upon submission of online application, self-attested hard copy of the application should be routed through proper channel accompanied by the following documents:*

- i) Certified copies of APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent;*
- ii) Vigilance clearance certificate;*
- iii) No Objection certificate.*

*The online application will be treated as advance copy only. In the event of non-receipt of hard copy of the application through proper channel within the stipulated period, candidature will be considered provisionally if No Objection Certificate is provided by that time along with an undertaking that he shall arrange for the above documents at the time of interview, failing which the candidature will be treated as cancelled and no further correspondence will be entertained in this regard.*

VII. A valid e-mail ID and Mobile Number is mandatory for submitting application online and email ID should be kept active till the declaration of results. The Institute will send call letter for written test/interview to the registered e-mail ID. No correspondence will be sent through post/courier.

VIII. The period of experience rendered by a candidate on ad-hoc/ contractual/ part-time basis /daily wages or as visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Selection Test/ Interview.

IX. In the absence of Comparable / equivalent level for the employees other than Pay structure of Central Dearness Allowances (CDA) pay pattern or similar, the equivalence level may be considered for the candidate applying for the post of Registrar post must have a minimum gross salary equivalent to Deputy Registrar with requisite service as per RR in Central/State government as per Form-16/ITR.

X. The appointment of Registrar is made for an initial period of 1 year, which is extendable for further after review of performance upon completion of one year of service by the Committee to be constituted by the Board.

XI. **Documents/ Certificate to be uploaded and enclosed/produced:**

The following documents/certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/proof of online application processing fee deposited, at the time of appearing in the selection process:

- a) Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth.
- b) Higher Secondary / Class XII (or equivalent) Board Certificate and Marks-sheet.
- c) Bachelor's and Master's Degree certificates (whichever is applicable) along with mark sheets pertaining to all the academic years
- d) SC/ST certificate issued by the competent authority.
- e) No-Objection Certificate issued from the existing employer, if applicable.
- f) Experience Certificate(s) from the Head(s) of Organization(s) as per **(Annexure-A2)**

- g) Divyaang (PwD) applicants shall be required to produce the Disability Certificate (**Annexure-A3**).
  - h) Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma (**Annexure-A4**).
  - i) Photo identity card (in original, such as Aadhaar Card / Passport / Driving License / Voter ID Card).
  - j) The supporting documents for claiming past experiences at different levels.
  - k) Any other relevant documents in support of the entries filled in the application form such as Form 16/ITR, Salary Certificate etc.
  - l) In case if the educational qualification is not strictly as per the RR, the candidates are required to provide an equivalence certificate from respective board/university.
  - m) In case of non-availability conversion formula from CGPA/OGPA to percentage from respective Institute / university, the conversion from CGPA into percentage will be considered as per UGC norms.
- XII. Notwithstanding anything contained, the guidelines of recruitment rules, as communicated by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide **letter No. F.35-5/2018 - TS.III, dated 4<sup>th</sup> April 2019** and *MHRD Letter dated 20<sup>th</sup> February, 2019 (Para C(i))*, will be applicable. However, any modification in the Recruitment Rules will be as per guidelines as notified by Ministry of Education, GoI from time to time.
- XIII. Any addendum/corrigendum and related notifications will be published at the Institute website: <https://svnit.ac.in> only. Applicants are advised to regularly visit the Institute website for any update/notification. No separate communication will be sent to any individual candidate.
- XIV. Legal disputes, if any, with Sardar Vallabhbhai National Institute of Technology, Surat will be restricted within the jurisdiction of SURAT only.
- XV. The Institute shall retain data of online application of shortlisted/non-shortlisted candidates for up to six months only after the date of completion of the recruitment process.
- XVI. Besides pay in pay level, admissible allowances will be as per 7<sup>th</sup> CPC norms. All the appointees shall be governed by the New Pension Scheme (NPS).
- XVII. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- XVIII. Candidates are requested to bring all relevant certificates and testimonials at the time when called during selection process (Original and one set of self-attested copies).
- XIX. For the post of Registrar selection from among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test/ Presentation before interview for further shortlisting the candidates.
- XX. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for screening test and / or personal interview. The Institute reserves the right to restrict the number of candidates for

screening test and / or personal interview to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement and as per merit decided by the Institute.

- XXI. Abbreviations: SC – Schedule Caste, ST- Schedule Tribe, OBC – Other Backward Classes, NCL- Non Creamy Layer, PwD – Person with Disabilities, EWS- Economically Weaker Section, UR – Un-Reserved, GP-Grade Pay.

## II. Application Process:

- I. Applicants are required to apply only through online recruitment portal of the Institute website: <https://svnit.ac.in>.
- II. Applicants may click on the online application link, read the instructions carefully, and fill up the online application form and upload the scanned copy of original relevant documents, certificates etc.
- III. **Application Fee:** The SC, ST, PwD and Female candidates are exempted from payment of processing fees. The Applicants belonging to SC, ST and PwD category should attach their caste/ disability certificate for exemption of processing fee and other category applicants shall be required to pay a **non-refundable processing fee of Rs.1000 (Rupees One Thousand only)**.
- IV. Certificate in support of experience should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and last salary drawn. It should be signed by the competent authority.
- V. After successful submission of the online application, the applicant must keep a copy of the online-submitted application, which will be required to produce as and when asked for.
- VI. One recent (within three months from the date of application) color passport size photograph with clear front view of the applicant without cap, scarf and sunglasses should be uploaded while filling the online application form.
- VII. After final submission of online application, no request for change in any data will be entertained.
- VIII. Application without payment of application processing fee will be considered as incomplete and will be summarily rejected.
- IX. On completion of filling /uploading the online application form and its submission, please download a copy of the submitted application form and uploaded certificates/testimonials etc., along with proof of applicable application fee. All the pages of the application form, certificates/testimonials etc. must be numbered, signed, and total number of pages must be written on the first page of the application form. The same should be sent/submitted to **The Registrar, Sardar Vallabhbhai National Institute of Technology, Surat, South Ambazari Road, SURAT - 395007, Gujarat, so as to reach on or before the last date and time of receipt of hard copy of Application Form at Institute.** The Envelope containing the application form must be superscribed as **Application for the post of ....., Application ID No.....**
- X. *The institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date and time will not be considered and candidature of such candidate will be rejected. Further, any fresh paper/enclosure after the last date for receipt of applications will not be entertained.*

- XI. Applications stand automatically rejected, if
- received after the last date
  - incomplete/invalid in any respect
  - not in prescribed format
  - without photograph
  - without prescribed application fees, if applicable
  - unsigned by the candidate.
- XII. For queries related to difficulty in submission of on-line application form, the candidate may send email on [recruitment2024@svnit.ac.in](mailto:recruitment2024@svnit.ac.in) with complete details. However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
- XIII. No enquiry/ queries related to recruitment process shall be entertained till the completion of the process.
- XIV. The Institute reserves the right to not to fill up any post or even to cancel/ restrict/ modify/ alter, the whole process of the recruitment without issuing any further notice or assigning any reason thereof.
- XV. The candidate will appear for screening test (if any) / interview at their own cost.

### III. Schedule for Recruitment Process

- Date of Publication of detailed notification on Institute's Website: **10.12.2024**
- Start of online application: **11.12.2024**
- Deadline of online application: **10.01.2025 [11:59 p.m.]**
- Deadline of receipt of hard copy of Application Form at SVNIT Surat: **17.01.2025 till 5:00 p.m.**
- Candidates are advised to visit the Institute website regularly for all updates. The Institute will not be responsible in any manner, if a candidate fails to access the Institute website.**

Note: SVNIT, SURAT is not responsible for any discrepancy in submitting details through online application. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant in the Application Form will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.

Applications which are not in conformity with the requirement will be rejected. Merely fulfilling the requirements as laid down in the advertisement does not qualify a candidate for consideration. No correspondence will be entertained with candidates not selected for appointment.

SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT BASIS.

CANVASSING IN ANY MANNER WOULD ENTAIL DISQUALIFICATION OF THE CANDIDATURE

For any query, please write to Institute at [recruitment2024@svnit.ac.in](mailto:recruitment2024@svnit.ac.in)

-Sd/-  
REGISTRAR

#### Note:

- Schedule of screening test and/or personal interview will be uploaded on Institute website.
- Any Corrigendum/updates shall be made available only on the Institute website. Applicants should visit the Institute website regularly for updates.

**ANNEXURE-A1**

**Education, Experience and Other Qualifications for the POST of REGISTRAR  
(as per RR of GoI)**

<b>Sr. No.</b>	<b>Particular</b>	<b>Criterion</b>
1	Name of the Post	Registrar
2	Number of Post(s)	01
3	Classification	Group - A
4	Pay Level	Pay level 14 as per 7 <sup>th</sup> CPC
5	Age limit	56 years
6	Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be fitted by various methods	Deputation (Including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
7	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p>Deputation (Including Short Term Contract) Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU: -</p> <p><b>Educational Qualification &amp; Experience:</b></p> <p><b>Essential Educational Qualification:</b></p> <p>Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University/Institute.</p> <p><b>Experience:</b></p> <p>i) Holding analogous post. ii) At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years' experience in educational administration, or iii) Comparable experience in research establishment and/or other institutions of higher education, or iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p>Desirable:</p> <p>i) Qualification in area of Management / Engineering /Law. ii) Experience in computerized administration / legal / financial / establishment matters.</p>



## ANNEXURE-A2

The form of certificate to be produced by Candidates for claiming experience

### FORM-I Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)( in case of Medical posts, please mention field of specialization)		Place of posting		Worked at supervisory level/middle management level head of branch
(7)	(8)	(9)	(10)		

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature  
Name of competent authority  
Stamp of competent authority

**ANNEXURE-A3**

**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(C) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines ( .....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

**ANNEXURE-A4**

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ....., bearing Roll No....., appearing for the Document Verification of the ..... Examination, 20....., do hereby undertake that:

- a. I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- b. I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- c. I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- d. I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ..... on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....  
Name: .....  
Roll Number: .....  
Date: .....  
Date of appointment in Armed Forces: .....  
Date of Discharge: .....  
Last Unit/ Corps: .....  
Mobile Number: .....  
Email ID: .....