SARDAR VALLABHBHAI
NATIONAL INSTITUTE OF TECHNOLOGY,
SURAT- 395 007 GUJARAT(INDIA)

RECRUITMENT FOR THE POST OF REGISTRAR

SVNIT offers 6 UG and 17 PG programmes in Engineering & Technology and Five years integrated M.Sc. programmes in Sciences & Humanities. It runs Doctoral Programme(s) in Engineering, Science & Technology and is one of the leading NITs across the country. Applications are invited for the post of Registrar in the prescribed format. The number of posts to be filled is given in the bracket as below.

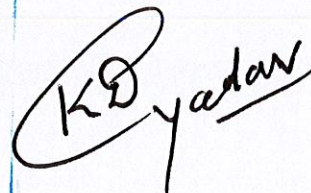**Registrar – (01-UR) [Pay Level 14 (Rs.1,44,200 – Rs.2,18,200/-)]**

Please visit the Institute website **http://www.svnit.ac.in**for more details. It is mandatory to fill up the Application form online. The link for Application form will be available from **04/11/2019** on the Institute website. The last date of online application is **27/11/2019 upto 11:59 p.m.** The hard copy of submitted online application form duly filled in all respects with relevant documents,including requisite Demand Draft must reach to the office of the Registrar, SVNIT, Surat**on or before 06/12/2019**. The Institute will follow the norms for SC/ST/OBC/EWS/PwD candidates as per Government of India norms.

N.B.:(1) TheInstitute reserves the right to fill up or not to fill up the post. **(2)** The applications on plain paper and/or without copies of necessary documents or received after the last date will not be considered. **(3)**Those applicants, who are working in Government / Semi Government / Grant-in-Aid institutions should apply through proper channel; however, an advance copy of downloaded application form may be sent so as to reach before the stipulated time limit. Such applicants should bring / send **NOC** from their employers on or before the date of Interview. **(4)** Mere fulfillment of minimum qualification and experience of requirements for the above post does not entitle the candidate to be called for interview. A **short listing criterion may be set higher than the minimum depending upon the number of applications received against the above post. (5)** Personal Interview calls to the eligible candidates will be issued through their **E-mail ID only and will also be placed at the Institute website**. (6) For other information please refer the enclosed Annexures.
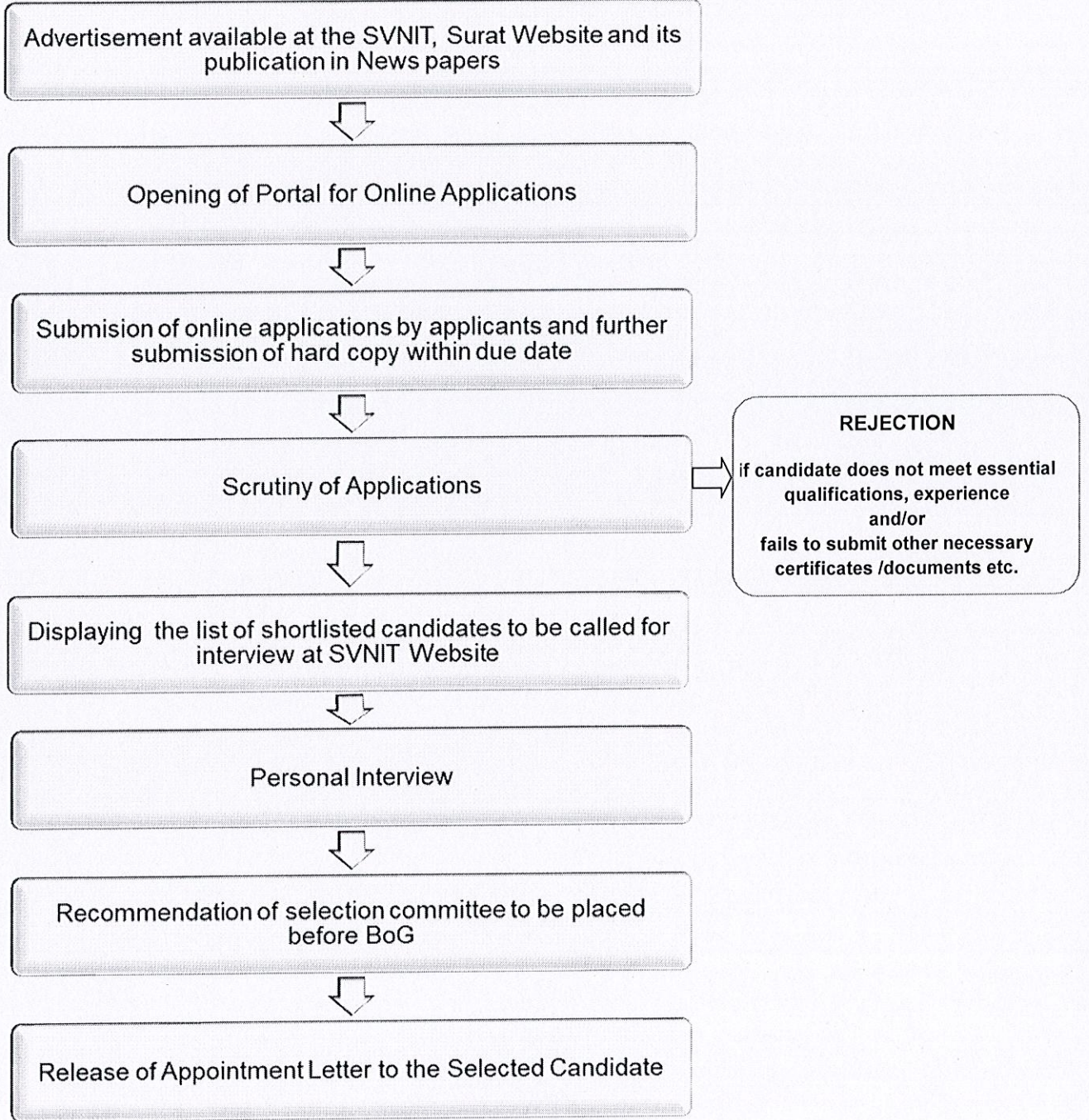
DIRECTOR

No.E/Advt.(R) /19-20/ 2282 dtd. 31/10/2019

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सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
સરદાર વલ્લભભાઇ રાષ્ટ્રીય પ્રૌદ્યોગિકી સંસ્થા, સુરત

SVNIT

Annexure – 1

FLOW DIAGRAM FOR THE RECRUITMENT PROCESS
FOR THE POST OF REGISTRAR

Advertisement available at the SVNIT, Surat Website and its publication in News papers

⇩

Opening of Portal for Online Applications

⇩

Submision of online applications by applicants and further submission of hard copy within due date

⇩

Scrutiny of Applications ⇨ **REJECTION**

if candidate does not meet essential qualifications, experience and/or fails to submit other necessary certificates /documents etc.

⇩

Displaying the list of shortlisted candidates to be called for interview at SVNIT Website

⇩

Personal Interview

⇩

Recommendation of selection committee to be placed before BoG

⇩

Release of Appointment Letter to the Selected Candidate

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Recruitment Rules (2019) for the post of REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group – A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled 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.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	**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:- **Educational Qualification & Experience:** **Essential** **Educational Qualification:** Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute. **Experience:** i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above

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Sl.No.	Particular	Criteria
		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. **Desirable:** i) Qualification in area of Management / Engineering /Law. ii) Experience in computerized administration / legal / financial / establishment matters.
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

Instructions to Applicants:

The applications are invited for the post of the Registrar of the Institute. Interested persons may apply in the prescribed online application form available at the Institute website http://www.svnit.ac.in.Candidates are advised to fill up the form online and download the online submitted application form. The downloaded application form with duly self-attested supporting documents, such as relevant testimonials, certificates, enclosures must be sent by speed/ registered post or by hand, to the Registrar, SardarVallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat within the prescribed due date ,failing which, their candidature will not be considered.

General Instructions:

1. Canvassing in any form will disqualify the candidature of the applicant.

2. More than six months of experience in regular position in any organization will only be considered as the total experience. Experience rendered on part-time, daily wages or as visiting faculty will not be counted as experience.

3. The Institute reserves the right to set higher criteria than the Essential Qualifications for short listing the candidates.

4. Travelling allowances will be paid to the candidates called for theInterview as per following norm:

   > Train Fare - Second Class AC and/or Air Fare-Economy Class by **Air India** only

5. The Institute shall retain the online application and/ or hard copy of applications of shortlisted/non-shortlisted candidates only for three months after the completion of recruitment process.

6. The person with the PwD shall be required to produce medical certificate in the prescribed form issued by the competent medical authority. Person with more than 40% of disability shall be eligible for the benefit of relaxations, if any, permissible under the GOI norms.

7. Original documents and ID proof will have to be produced at the time of Interview, for verification, otherwise the applicants may not be allowed for interview.

8. Legal disputes, if any, with Sardar Vallabhbhai National Institute of Technology will be restricted within the Jurisdiction of Surat only.

9. The Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.

10. The Institute reserves the right to restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement.

11. All Degree / diploma certificates should be from UGC recognized Universities/ Institutes.

12. Selected Candidates should be ready to join within the stipulated time.

13. Applications not submitted in prescribed form will not be considered.

14. Self attested copies of the following documents must be attached along with application:

> Reservation category certificate (if reservation/fee concession claimed). For OBC candidates, OBC Status and Non-Creamy Layer Status duly issued by the competent authority on or after 1st April 2019)
> Certificates and marks sheet/grade card of all degrees, 12th and 10th standard
> Experience certificate
> Certificates of all other additional qualifications claimed, if any
> Age Proof (HSLC/HSC or equivalent certificate issued by competent authority)
> Valid certificate issued by competent authority under EWS category.

15. It is desired that the applicants will provide correct information. If it is found, at a later date, that any information given in the application is incorrect / false or any information if suppressed, the candidature / appointment is liable to be cancelled / terminated.

16. Claims of educational qualifications, experience or any other technical qualifications must be supported by relevant certificates as well as mark sheets. Applications not supported by relevant documents shall be summarily rejected.

17. Notwithstanding anything contained in guideline recruitment rules, as communicated by Department of Higher Education, MHRD, Govt. of India vide letter No. F.35-5/2018 - TS.III, dated 4thApril 2019 will be applicable. The candidates are advised to refer to all other related MHRD notifications regarding, the Non-Teaching recruitment rules.

18. The RRs issued by MHRD is the guiding document and shall be relied upon for any case of discrepancies. In case of any change in the Recruitment Rules of Non-Teaching of NITs by MHRD in its Anomaly Report, the Institute may incorporate the changes during its recruitment process & notify the same on the Institute website.

19. Any addendum/corrigendum and related notifications will be published on the Institute website: www.svnit.ac.in only. Applicants are advised to regularly check the Institute website for any update/notification.

20. Candidates have to bring all the original documents (experience, degrees, mark-sheets, caste certificate, date of birth certificate, etc.) at the time of document verification/interview.

Note: Candidates belonging to OBC category shall also submit photocopy of non–creamy layer certificate of the year 2019-20 without which they will be considered only for OPEN category. The appointment under ST/SC/OBC/EWS quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belong to ST/SC/OBC/EWSis false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

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Application process

1. Candidates should carefully fill up all the details required in the online application form, including all supporting documents. Candidates are advised to make sure that all the details entered are correct before the final submission. Hard copy of the downloaded application form must be sent along with documents like age proof, educational qualifications, proofs of previous experiences, original demand draft etc. **The proof of the experience must clearly mention the duration of the experience on a specific position, with the grade pay and the associated pay levels.** In case of ambiguity in any documents, the decision of SVNIT, Surat would be final.

2. The facility of online applications will be available at the Institute website with effect from 04th November 2019. The online application link will be closed **at 11:59 P.M. on 27thNovember, 2019.**

3. Candidates other than SC,ST&PwD, EWS' should pay a non-refundable application processing fee of **Rs. 500/-** for each application through the Demand Draft payable at Surat in favour of **Director, SVNIT, MHRD Fund.**

   ➢ Application fee once paid will not be refunded under any circumstance.

   ➢ The applicants those who have applied earlier with respect to Advt No E/Adt/5050/2019 dated 9th March, 2019 and E/Adt/NT(add)/1149/2019 dated 22th July, 2019 are exempted from application processing fee, however they have to apply again with updated information .

4. Candidates employed in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel or will be required to submit a "No Objection Certificate (NOC)' from their employers at the time of Interview.

5. Incomplete Applications/ Applications without required information/ Application without proper enclosures/ Application without details of non-refundable application fee / Application filled with discrepancy /Application Forms, which are not forwarded through proper channel, will be rejected without intimation.

6. The Institute will not be responsible for any postal delays or loss of the application during the transit.

7. The applicants are requested to visit regularly, the website of the Institute for any updated information regarding the recruitment process.

8. All pages of the application must be signed by the candidates. All the supporting documents must be self- attested and all the pages of the hard copy, including the application form must be numbered and total pages must be written on the first page of application form.

9. On completion of filling /uploading the on-line application form and its submission, please download a copy of the submitted application form and enclose the Self-Attested photo-copies of the certificates/testimonials/etc., along with D.D. and send to the **Registrar, Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Dumas Road, Surat – 395 007, Gujarat by Speed/Registered Post on or before 06th December 2019 upto 5:00 p.m.** mentioning on the cover APPLICATION FOR THE POST OF REGISTRAR of the SVNIT Advertisement No.E/Advt.(R) /19-20/ 2282 dtd. 31/10/2019

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Schedule for Recruitment Process

1. Portal open for online application: 04th November, 2019

2. Last Date of online application: 27thNovember, 2019

3. Last date of submission of hard copy of Application Form: 06th December, 2019

4. Uploading the list of shortlisted candidates for interview on SVNIT website: 21st December, 2019

5. Date of Interview scheduled in between 01st-07thJanuary, 2020
   (Note: Point no: 4&5 may likely to change)

For any query please write on registrar@svnit.ac.in

In case of any technical difficulties please contact:

Phone No. : 0261-2201775

Time: 10:00 A.M. to 5:00 P.M.

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