SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT- 395 007 GUJARAT(INDIA)
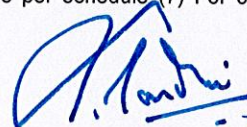
RECRUITMENT FOR THE POST OF DEPUTY REGISTRAR AND ASSISTANT REGISTRAR

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 Deputy Registrar and Assistant Registrar in the prescribed format. The number of posts to be filled are given in the bracket as below.

Deputy Registrar – (02-UR, 01 OBC)Pay Level 12 (Rs. 78,800 –Rs.2,09,200/-)
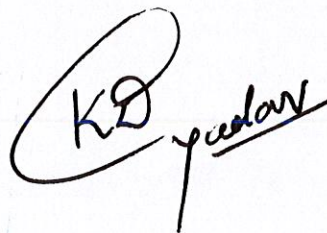**Assistant Registrar- (02-UR, 01 OBC)Pay Level 10 (Rs. 56,100 –Rs.1,77,500/-)**

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** at 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) The Institute reserves the right to fill up or not to fill up the posts. **(2)** The applications on plain paper or without copies of necessary documents or received after the last date (06/12/2019) 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 may be sent so as to reach before the stipulated time limit (06/12/2019). 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. **All the applicants those who have applied online and whose hard copy of application forms received by SVNIT, Surat within due date will be eligible for written test.** A short listing criterion will be adopted for each category depending upon the number of posts advertised for the next stage of recruitment process (i.e. document verification). Shortlisting criterion is clearly mentioned in **Annexure – 3**. **(5)** The candidates after successful document verification, will be allowed to be eligible for personal interview. **(6)** List of shortlisted candidates for document verification and eligible for personal interviews will be displayed on Institute website and Institute Notice Board as per schedule. **(7)** For other information please refer the enclosed Annexures.
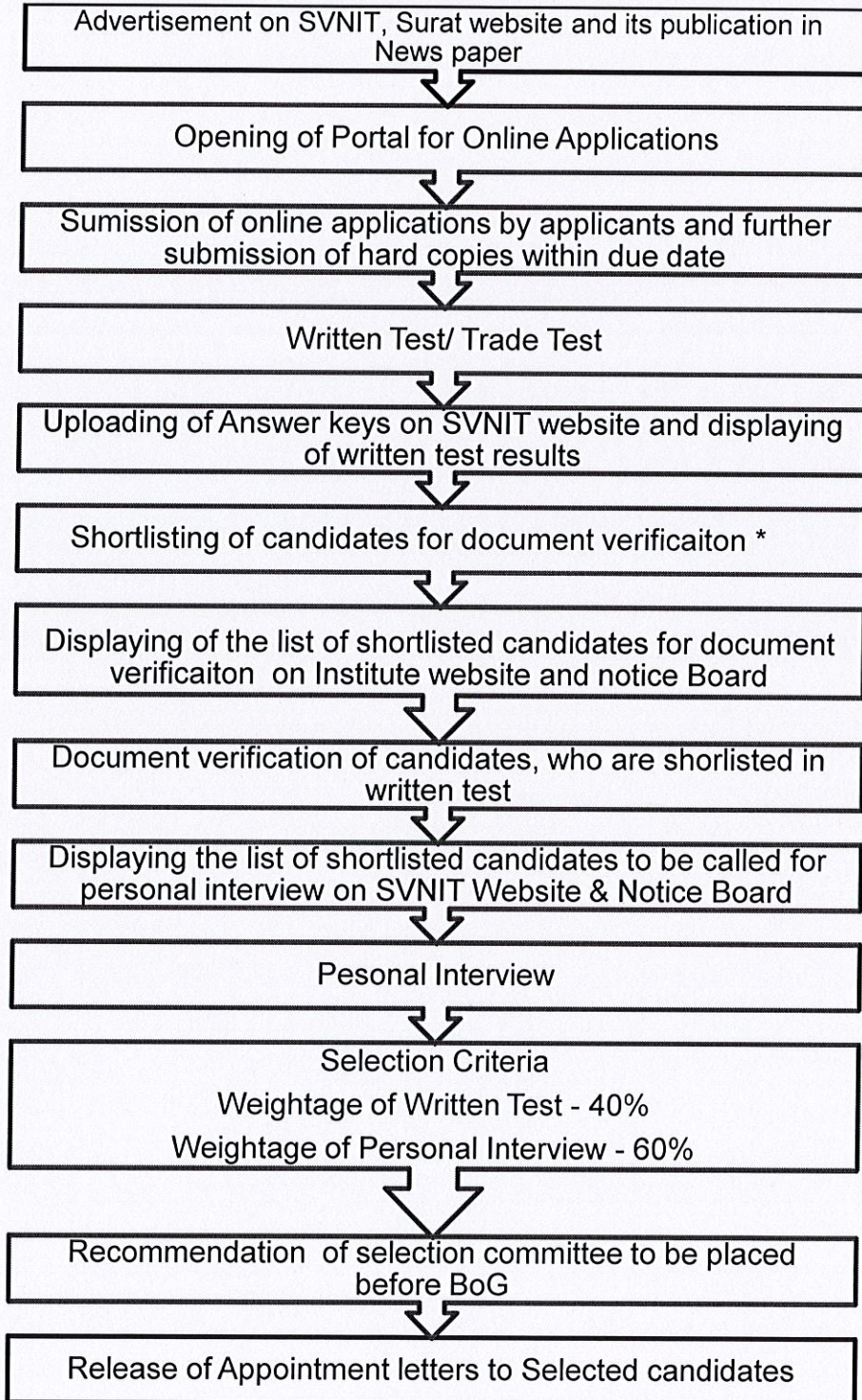
DIRECTOR 31/10/19

E/Advt.(DR/AR)/2283 dtd:31/10/2019

1 of 11

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 DEPUTY REGISTRAR AND ASSISTANT REGISTRAR

Advertisement on SVNIT, Surat website and its publication in News paper

↓

Opening of Portal for Online Applications

↓

Sumission of online applications by applicants and further submission of hard copies within due date

↓

Written Test/ Trade Test

↓

Uploading of Answer keys on SVNIT website and displaying of written test results

↓

Shortlisting of candidates for document verificaiton *

↓

Displaying of the list of shortlisted candidates for document verificaiton on Institute website and notice Board

↓

Document verification of candidates, who are shorlisted in written test →

Rejection
If candidate does not meet essential qualifications, experience and/or fails to submit other necessary certificates/ documents

↓

Displaying the list of shortlisted candidates to be called for personal interview on SVNIT Website & Notice Board

↓

Pesonal Interview

↓

Selection Criteria
Weightage of Written Test - 40%
Weightage of Personal Interview - 60%

↓

Recommendation of selection committee to be placed before BoG

↓

Release of Appointment letters to Selected candidates

* The shortlisting of candidates will be strictly on merit for each category based on performance in written test. The shortlisted candidates for each category will be **six** candidates per post (advertised). The number may increase if candidate have equal marks in the written test.

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group -A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	**Essential:** **Educational Qualification:** Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute. **Experience:** i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or ii) Comparable experience in research establishment and/ or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post. **Desirable:** i) Qualification in area of Management / Engineering /Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

K. Raju

KD yadav

3 of 11

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or equivalent from a recognized University / Institute.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct Recruitment failing which by deputation (including Short Term contract) 25% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	**Promotion:** Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR).
		Deputation (including Short Term Contract): Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii)10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. b) Possessing educational qualification as prescribed in Row 7
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

[MHRD\RAVI\D\RR, Pay Anomaly & CAS\20.01.2019 - Annexure of New RRs (Non-Faculty) - Final.docx)

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

Sl. No.	Particular	Criteria
1.	Name of the Post	**Assistant Registrar**
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	**Essential:** **Educational Qualification & Experience:** Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute. Or Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree. **Desirable:** i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).

[MHRD\RAVIND\RR, Pay Anomaly & CAS\20.02.2019 - Annexure of New RRs (Non-Faculty) - Final.docx]

K. Roji

KD yadav

5 of 11

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct recruitment failing which by deputation (including Short Term contract) 25% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Promotion:** Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview. **Deputation (including Short Term Contract):** Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition.	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

[MHRD/RAV/IO.VR, Pay Anomaly & CAS/20.02.2019 - Annexure of New RRs (Non-Faculty) - Final.docx]

6 of 11

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

Instructions to Applicants:

The applications are invited for the post of the Deputy Registrar and Assistant 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, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat** within the prescribed due date, failing which, their candidature will not be considered. The applicant desirous of making applications for more than one post, they have to make separate applications with relevant enclosures for each post.

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 category wise list of eligible applicants will be displayed at the institute website.

4. All the applicants, those who have applied online and whose hard copies of application forms received by SVNIT, Surat within due date, are eligible for written test.

5. The shortlisting of candidates for document verification will be strictly on merit for each category based on performance in written test. The shortlisted candidates for each category will be **six** candidates per post (advertised). The number may increase if candidate have equal marks in the written test.

6. After successful document verification, the candidates will be allowed for personal interviews.

7. TA/DA will not be paid to the candidates called for the Interview.

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

7 of 11

9. 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.

10. Original ID proof (PAN Card/ Aadhar Card/Voter ID Card/Driving License/ Passport / Govt. ID Card etc.) will have to be produced at the time of written test, for verification; otherwise the applicants may not be allowed for the written test.

11. The shortlisted candidates have to bring all original certificates and testimonials for document verification after the written test. The candidate will not be allowed to appear for personal interviews, if they fail to produce any of the desired documents required by the scrutiny committee/document verification committee.

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

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

14. The final list of selected candidates will be based on 40% weightage of the written test and 60% weightage for performance in the personal interview.

15. All Degree/Diploma certificates should be from AICTE/UGC or equivalent recognized Universities/ Institutes.

16. Selected Candidates should be ready to join within the stipulated time as will be mentioned in the appointment letter.

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

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

   ➢ Reservation category certificate (if reservation/fee concession is claimed). For OBC candidates, OBC Status and Non-Creamy Layer Status duly issued by the competent authority on or after 1st April 2019 only be considered.
   ➢ Certificates and marks sheet/grade cards of all degrees in support of essential qualification including 12th and 10th standards.
   ➢ Experience certificates
   ➢ 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.

19. It is essential 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.

20. 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.

8 of 11

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

22. 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 at the Institute website.

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

Note: Candidates belonging to OBC category shall also submit photocopy of non–creamy layer certificate of the year 2018-19 without which they will be considered only for OPEN category. The appointment under ST/SC/OBC/EWS quota is provisional and 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/EWS is 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.

9 of 11

Application process

1. Candidates should carefully fill up all the details required in the online application form, including uploading of 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. The applicant desirous of making applications for more than one post, they have to make separate applications with relevant enclosures for each post.

2. The facility for online applications will be available on the Institute website. 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, however, an advance copy may be sent so as to reach before the stipulated time limit. Such applicant should 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 Institute website 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 online application form and its submission, please download a copy of the submitted application form and its enclosures including the Self-Attested photo-copies of the certificates/testimonials/etc., along with D.D. and send the same to the **Registrar, Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Dumas Road, Surat – 395 007, Gujarat by Speed/Registered Post reaching on or before 06th December 2019 upto 5:00 p.m. mentioning on the cover, APPLICATION FOR THE POST OF DEPUTY REGISTRAR/ ASSISTANT REGISTRAR of SVNIT Advertisement No E/Advt.(DR/AR)/2283 dtd:31/10/2019.**

10 of 11

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. Date of Written Test and uploading the details of shortlisted candidates on SVNIT, website and Notice Board:

   ➢ Deputy Registrar: 3rd January, 2020 at 8:30 A.M. onwards.
   ➢ Assistant Registrar: 4th January, 2020 at 8:30 A.M. onwards.

   (All the applicants, those who have applied online and whose hard copies of application forms received by SVNIT, Surat within due date, are eligible for written test.)

   The venue of written test in SVNIT Campus will be displayed on Institute website separately.

5. Document verification of shortlisted candidates, displaying the list of candidates for personal Interviews and Personal Interviews:-

   ➢ Deputy Registrar: 4th January, 2020 at 8:30 A.M. onwards.
   ➢ Assistant Registrar: 5th January, 2020 at 8:30 A.M. onwards.

   Note: (Point number 4 and 5 may change)

For any query please write to Institute at registrar@svnit.ac.in

In case of any technical difficulty please contact:

Phone No. : 0261-2201775

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

---

11 of 11