



ADVERTISEMENT FOR RECRUITMENT ON CONTRACTUAL BASIS

Sub: Engagement of Finance Executives purely on contractual basis in SVNIT, Surat-regarding.

The Sardar Vallabhbhai National Institute of Technology, Surat invites applications for engagement of **Finance Executive** on purely contract basis for one year which may be renewed further upto maximum of three 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)	No. of persons to be engaged	Consolidated Remuneration per month	Job description, Educational Qualification and Experience required
1.	Finance Executive Age limit: Preferably below 45 years for Chartered Accountant or below 62 years for Retired Accounts Officers	03	Rs.50,000/-	Job Description: I. To execute all functions of Finance & Accounts within the governmental rules, procedures and statutory guidelines. II. To independently handle all functions of Finance & Accounts of the institute III. To assist the management in preparation and finalization of budget proposals/ reports of the institute for submission to MOE IV. To finalize the Annual Accounts of the institute V. To handle accounts of Research and Consultancy projects VI. Scrutiny and reconciliation of fee receipts and other receipts of the institute including bank reconciliation statement. VII. To assist in all taxation matters of the institute including submission of periodical return for income tax, TDS, GST, Professional Tax etc. VIII. Issuance of utilization certificates to various funding agencies after verification IX. Knowledge of Public Financial Management Systems (PFMS) X. Knowledge of Tally ERP software Eligibility Criteria: I. Graduate with Chartered Accountants with 1 to 5 years of experience or Retired Accounts Officers from Central Government / Autonomous Institutions / SAS Accountants in level 12 or 11 or 10 with knowledge of Tally ERP and MS Office. II. Relevant exposure in Finance & Accounts in large research organizations or educational institutions of repute.

General Instructions & Other Information

- The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.
- Fulfilments of qualifications mere does not entitle a candidate to be called for selection process.
- The engagement would be purely temporary and contractual in nature **Any** claim for absorption at the regular position in the institute will not be entertained any point of time.
- The engagement will be subject to their medical fitness and police verification.
- The Institute shall also reserve the right to terminate the services of the appointee at any time without giving any notice and also without assigning any reason.
- The incumbents shall be eligible for 8 days of casual leave in a calendar year. Earned Leave etc. shall not be admissible.
- The appointee will not be entitled for any medical facility/ accommodation or any other type of allowances.
- The appointees have to attend the office six days a week.
- In case of exigencies of work the appointee may be required to attend the duty on Saturday/Sunday and other Gazetted Holidays. No extra remuneration shall be admissible for the same.
- The Headquarters of the appointee will be Surat.

- xi. The Institute reserves the right to impose any other reasonable conditions to safeguard the interest of the Institute.
- xii. Any resultant dispute shall be settled within the jurisdiction of Surat.
- xiii. The closing date for submission of applications shall be considered as the cut-off date of age, educational qualifications and experience.
- xiv. In case of CGPA/GPA, please 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.
- xv. The Institute reserves the right to assign / transfer the selected candidates to any section/ department within the Institute and engagement will be offered accordingly.
- xvi. The shortlisted candidates will be called for Interview. In the event of receipt of large number of applications, written test may also be conducted for shortlisting the candidates for interview. The final selection will be on the basis of performance in the Interview.
- xvii. No TA/DA shall be admissible for appearing in the written test/ Interview/ joining at SVNIT, Surat.
- xviii. 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.
- xix. The appointment is purely on Contract Basis initially for a period of one year and which may be renewed further upto maximum of three years subject to institute requirement and satisfactory performance of the candidate.
- xx. The renewal of tenure of candidate on purely contract basis will be taken by the Institute level committee based on the performance of the candidate. The Performance Review Committee may also recommend the enhancement of monthly consolidated remuneration depending upon performance of the candidate in the previous year.

How to apply:

The copy of application form is available on Institute website. The Interested and eligible candidates may download the application form and submit the hard copy of their filled in applications through Speed/ Registered Post in prescribed format with copies of certificates & Mark-sheets, so as to reach on or before **15th October 2022** to:

The Deputy Registrar (Establishment), Sardar Vallabhbhai National Institute of Technology, Surat, Ichchhanath, Dumas Road, Keval Chowk, Surat, Gujarat-395007

The envelop should superscribed as Application for the Post of Finance Executive Purely on Contract Basis (Last Date 15th October 2022)

Note:

- (i) The last date for receipt of complete application with all enclosure is **15th October 2022**.
- (ii) The applications received after the closing dates and incomplete applications will be summarily rejected.
- (iii) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions,

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