



சர்தார வல்லபாய் பட்டேல் சர்வதேச ஜவுளி மற்றும் மேலாண்மை கல்லூரி
सरदार वल्लभभाई पटेल इंटरनेशनल स्कूल ऑफ टेक्स्टाइल्स एंड मैनेजमेंट

SARDAR VALLABHBHAI PATEL
International School of Textiles & Management

Autonomous Institute, Ministry of Textiles, Government of India.

#1483, Avanashi Road, Peelamedu, Coimbatore-641004. Tamil Nadu

Landline : 0422-2571675, 2592205 Fax: 0422-2571623 Web: www.svpistm.ac.in

Notification No: SVPITM/ACAD – 145/RECRUITMENT/3 22-09-2023

Sardar Vallabhbhai Patel International School of Textiles & Management, Coimbatore (an autonomous Institute, under the Ministry of Textiles) invites applications from eligible Indian Citizens for appointment to various posts in the Administrative/Academic department purely on temporary basis for a period of one year.

IMPORTANT DATES TO BE NOTED BY THE APPLICANTS

Sl. No.	Details	Date
1	Release of Notification No: Notification No: SVPITM/ACAD – 145/RECRUITMENT/3 22-09-2023	22-09-2023
2	Last Date of Submission of application along with processing fee (offline) by courier/registered post/in person.	30-09-2023 (17.00 Hrs.)
3	Date for walk-in-interview	03-10-2023 (10.30 Hrs)

Address for submission of application form along with the enclosures and processing fee	The Director, Sardar Vallabhbhai Patel International School of Textiles & Management, 1483, Avinashi Road, Peelamedu, Coimbatore – 641 004. Tamilnadu.
Processing Fee	Rs. 500/- (Five Hundred) only in the form of crossed Demand Draft obtained from any nationalized Bank drawn in favour of “ SVPITM Coimbatore ” payable at Coimbatore

The details of the vacancy position and remuneration are as follows:-

Sl. No	Name of the Post	Vacancy Position	Remuneration
1	Administrative Officer.	1	Rs.40,000/-
2	Admin. Supervisor	1	Rs.30,000/-
3	Accountant	1	Rs.30,000/-
4	Jr. Asst. (Level -3)	1	Rs.23,015/-
5	Jr. Asst. (Level -4)	1	Rs.18,560/-
6	Physical Education cum Sports Ground Maintenance Supervisor	1	Rs. 23,322/-
7	Dy. Warden	1	Rs. 23,322/-
8	Academic Supervisor	1	Rs. 23,322/-

JOB ROLES OF ACADEMIC NON-TEACHING STAFF

Sl. No: 1	Name of the Post	Administrative Officer.
		<ol style="list-style-type: none"> 1) Looking after the General Administrative work as per the instruction of the Director. 2) Responsible for supporting the College's governance structure; for the preparation and dissemination of information concerning College committees, personnel and procedures, formal occasions, and internal news; and for dealing with enquiries. 3) Secretarial support including Dissemination of information for College committee meetings, including meetings of the College Council and Governing Body, much of which is confidential 4) Arranging formal events and occasions as appropriate 5) Supporting the College's governance structure, including: Preparing and disseminating the annual meetings programme; Maintaining forward plans of regular and occasional committee business; Administrative support for College committees, 6) HR-related matters as per the instruction of the Director. 7) Coordinating Campus development work such as infrastructure maintenance, Auditorium, Canteen, Garden, hostel, and fire Service equipment maintenance. 8) Co-ordination with all Government departments 9) AMC-related work and co-coordinating all programs and meetings conducted inside the premises. 10) Designing action plans and deadlines for each subordinate to accomplish their work; motivating effectively the subordinates to exert the more necessary effort to attain the set goals. 11) Capable of completing the assigned work within the time schedule, within the frame of Rules and regulations. 12) Providing support, information, and advice on College procedures and relevant IT matters; Practical arrangements for the successful running of the Institute.

Sl. No: 2	Name of the Post	Admin. Supervisor
<ol style="list-style-type: none"> 1) Assisting and Coordinating the Director and administrative officer in all administrative processes for the smooth running of the Institute; 2) To work proactively under the direction of the Management to ensure the whole Campus, including the hostel, furniture fittings, and grounds are maintained to a high standard to support the teaching and learning within the Institute, which will include security, Health and Safety, and cleanliness 3) Oversee daily duties of Housekeeping employees to ensure that quality standards are being met and proper procedures are being followed 4) Give guidance to Housekeeping employees in handling errors, problems, complaints, and/or disputes; Resolving conflicts or other issues as they occur. 5) Coordinate work schedules and duty assignments 6) Work with other supervisors to coordinate workplace activities with other departments, units, or teams 7) Implement the Institute's policies, procedures, and quality/service standards 8) Maintain records, including inventory, personnel, orders, supplies, and maintenance documentation, 9) Performs full spectrum of supervisory functions, including personnel administration, assigning and monitoring workload, and managing all communications with the Vendors, Contractors, and Public who make requests for information with regard to Institute matters under the guidance of the Administration. 10) to take on different tasks as required, particularly during holidays, and formal meetings, and to work collaboratively to support the overall work of the College 		

Sl. No: 3	Name of the Post	Accountant
<ol style="list-style-type: none"> 1) Manage all accounting transactions 2) Prepare budget forecasts 3) Publish financial statements in time 4) Handle monthly, quarterly, and annual closings 5) Reconcile accounts payable and receivable 6) Ensure timely bank payments 7) Compute taxes and prepare tax returns 8) Manage balance sheets and profit/loss statements 9) Report on the Institute's financial health. 10) Audit financial transactions and documents 11) Reinforce financial data confidentiality and conduct database backups when necessary 12) Comply with the financial policies and regulations of the Institute. 		

Accounts Payable: ensuring timely payment and reconciliation of supplier accounts and petty cash funds.

Accounts Receivable: Supervise the raising of College tuition, boarding, and third-party accounts and control collections in a manner designed to reduce the risk exposure of the College to bad debts and to maximize cash flow. This may include direct contact with parents and caregivers and negotiations within the College's debt management guidelines for payment plans bursaries and concessions.

Cash Management:

Under the direction of the Management develop and implement effective cash management budgeting techniques including investment in order to maximize the College's financial resources.

Management of the College Asset Register:

Maintain accounting and physical movements within the asset register

Conduct periodic stock takes of College assets

Develop/review an effective system of internal control to prevent the loss of College assets

Report on depreciation for relevant accounting periods

Maintenance of the Insurance schedule Audit:

Under the direction of the Administration provide assistance to the College's appointed Auditor during the financial audit.

Develop an internal audit program for the College that is preventative in nature and provide quarterly reports to the Administration.

Statutory Compliance

Preparation of monthly Bank reconciliation statements (BRS).

Preparation of Tax Returns, and liaison with the Auditors.

Ensure monthly objectives and deadlines (internal and statutory) are met.

Undertake other reasonable and relevant duties within skills, knowledge, and capabilities as directed by the Administration.

Sl. No: 4	Name of the Post	Jr. Asst. (Level -3)
		<ol style="list-style-type: none"> 1) Handle office interactions with visitors and vendors as per the direction of the Administration. This includes directing the guests, answering and responding to organization emails and phone calls, and forwarding communications to appropriate parties as necessary. Keep track of inventory and work with supply vendors to ensure a well-stocked office. 2) Communicate with Managers to coordinate schedules. 3) Prepare essential documentation, including memos, reports, and other forms of communication 4) Handle human resource duties, including managing personnel databases. 5) Maintains and organizes meeting schedules 6) Regularly check and maintain records of necessary office supplies. 7) Communicate regularly with staff to help procure needed items. 8) Assisting in maintaining office records and databases by updating information, filing documents, and scanning documents into digital formats. 9) Reviewing documents for signatures, formatting documents for printing, or proofreading them for errors 10) Preparing and distributing office mail, such as letters, memos, invitations, and brochures 11) Scheduling appointments, keeping records of meetings, and arranging travel itineraries for executives and other employees with busy schedules. 12) Processing paperwork related to incoming orders for products or services, including collecting signatures from customers and notifying customers of shipping information. 13) Handling tender process, housekeeping management, & attendance. 14) Occasionally travel off-site to deliver files and reports to various departments within the Institute. 15) Maintain files with confidentiality in an easily accessible format. 16) Coordinate communication between various sections, schedule meetings, distribute reports, and keep all parties informed of general business operations.

Sl. No: 5	Name of the Post	Jr. Asst. (Level -4)
<ol style="list-style-type: none"> 1) Assisting in scheduling activities, such as evaluations, classrooms, exams, meetings, and seminars. 2) Supports academic activities, including preparing seating charts and attendance rolls, printing syllabi, organizing class materials, assisting with classroom technology, entering grades, etc. 3) Inputs or retrieves data relating to applications, student enrollment, course scheduling, grades, and course and instructor evaluations 4) Supports faculty by typing correspondence and other documents, proofreading, printing materials, and assisting with travel authorizations and reimbursements 5) Provides support for events, such as student orientations or award ceremonies. 6) Help troubleshoot public computers according to directions and also manage the database of the library. 7) Serve as liaison to other departments, and colleges. 8) Create PowerPoint presentations including illustrative charts and graphs. 9) Providing guidance to students by helping them with course selection or registration for new courses 10) Maintaining student records including attendance records, transcripts, disciplinary actions taken against students, and grades 11) Assisting faculty by providing classroom support, such as taking attendance and recording grades 12) Processing textbook orders and other materials needed by teachers to conduct classes 13) Coordinating activities with the Administration, including Alumni conferences and parent-teacher-student conferences 14) Performing administrative tasks such as ordering supplies, arranging for repairs, scheduling meetings, ordering food services, and maintaining records 		

Sl. No: 6	Name of the Post	Physical Education cum Sports Ground Maintenance Supervisor
<ol style="list-style-type: none"> 1) Organizing Inter-Collegiate/ Inter class Sports Championships. 2) Preparing proposals and estimates for organizing Sports Championships and events. 3) Arranging the booking of sports facilities for the conduct of Inter-Collegiate/inter-class - Championships/Coaching Camps. 4) Planning, executing, and scheduling selection trials and coaching camps for college students. 5) Organizing and coordinating the sports activities for Students/Staff. 		

- 6) Accompanying the students' teams as coach/ manager for the Inter-Collegiate and Inter–University Championship.
- 7) Maintaining the file/s and registers related to sports activities.
- 8) Procuring the equipment required for the sports activities by following the necessary procedure.
- 9) Reporting non-working of the equipment and repairing them after seeking necessary permissions from higher authorities.
- 10) Maintaining the gymkhana and make available the gymkhana facilities to students and staff as per the timing.
- 11) Establishing and maintaining the sports ground.
- 12) Maintain cleanliness in the Sports ground and surrounding area, gymkhana material, furniture, and fixtures.
- 13) Helping the users of the gymkhana in getting the required sports material in consultation with the Administration.
- 14) Carrying out administrative work like documentation, typing work, maintaining the dead stock register, etc. as and when required.
- 15) Performing any such duties when allotted by the administration/Director.

Sl. No: 7	Name of the Post	Academic Supervisor
		<ol style="list-style-type: none"> 1) Guiding and supporting students' academic journeys within the educational institution. 2) Helping students succeed academically and personally by providing guidance, mentorship, and support throughout their educational experience. 3) Maintaining accurate records of students' academic progress, advising sessions, and interactions. 4) Preparing reports and statistics related to student retention, graduation rates, and academic performance. 5) Attending to the grievances of the students; Monitoring and arranging amenities for the students; Monitoring the cleanness of the Campus. 6) Providing academic Guidance and Planning, Personalized Support, Degree Progress Monitoring, Course and Program Information, Preparation for Graduation, Referrals and Resources, Career and Future Planning, Conflict Resolution, Collaboration, Orientation, and Workshops. 7) Empowering students to make informed academic decisions, navigate challenges, and achieve their educational and career goals; 8) Works with the faculty to deliver additional student programs, and administer services to students to ensure integration and coordination of the co-curricular and curricular learning. 9) Identify opportunities to enhance or evolve the tutoring and academic success programs and solve or make recommendations for their improvement. 10) Observe and evaluate the student's performance and promote the Academic Success programs along with the faculty team.

- 11) Facilitate the student's access to the relevant literature and support the development of their critical appraisal skills;
- 12) Assist the student in the planning of experimental protocols and provide guidance on statistical analyses, where appropriate; Assist the student in the critical analysis and interpretation of experimental data;
- 13) Assisting the faculty in making the student aware of any compulsory ethics clearance and/or health and safety requirements, policies, and procedures;
- 14) Make the student aware of facilities and resources available to students, in particular, the services offered by the library;
- 15) At the commencement of candidature, meeting and discuss with the candidate their mutual expectations and establish an approved program of study including clearly identified objectives for the research component; as well as discussing relevant ethical and safety requirements, intellectual property issues, and at this point should establish the frequency of communication.

EDUCATIONAL & OTHER QUALIFICATIONS: -

Sl. No	Name of the Post	Qualifications and experience required
1	Administrative Officer.	<p>Qualification:- Minimum Post Graduate Degree in MBA from a recognized University/Institute specializing in HR/Marketing/Finance with 55% marks. Proficiency in Computer Operation (MS Office).</p> <p>Experience:- Minimum Fifteen years experience in areas of Personnel/HR/Office Administration or Academic Administration or in General Administrative functions in Central/State Government/ Autonomous or Statutory organization / PSU / University or Research / Colleges recognized by the Government of India or reputed private organization of which at least 10 years in the Managerial posts and executive functions. Further age relaxation is allowed for those having long experience in Government/PSU at the discretion of the Administration.</p> <p>Desirable:- Having Good communication skills. Knowledge of Hindi.</p>

2	Admin. Supervisor	<p>Qualification:- Post Graduate Degree in any discipline from a recognized University/Institute with 60% marks. Proficiency in Computer Operation (MS Office).</p> <p>Experience:- Five years' experience in areas of Personnel/HR or Academic Administration or in General Administrative functions like Purchase, Maintenance, and Facility management under Central/State Government / Autonomous or Statutory organization / PSU / University or Research / Educational Institution recognized by the Government of India or reputed private organization of which at least Three years in the supervisory posts.</p> <p>Desirable:- Degree in Public Relations or related field. Work experience as a campus engineer. Experience with PR campaigns. Excellent writing, oral presentation, and communication skills. Having knowledge of Hindi.</p>
3	Accountant	<p>Qualification:- Master's Degree in Commerce/Master's Degree in Business Administration (Finance) from a recognized University/Institute with 60 % Marks. Proficiency in Computer Operation (MS Office).</p> <p>Experience:- Five years experience in Finance, Accounts matters, and budgeting matters Working Knowledge of Accounting Software (tally) – Mandatory.</p> <p>Desirable: - Knowledge of Hindi, and work experience in the field of Auditing.</p>
4	Jr. Asst. (Level -3)	<p>Qualifications: - Any Post Graduate degree from a recognized University / Institution. Proficiency in Computer Operations. Good communication skill</p> <p>Experience: - Two years in academic, and administrative work in any one of the colleges or institutes or Government, PSU offices.</p> <p>Desirable: - Additional qualification in office administration, including the knowledge of Hindi, Tally / similar ones will be an added advantage.</p>

5	Jr. Asst. (Level -4)	<p>Qualifications: - Any Graduate degree from a recognized University / Institution. Proficiency in Computer Operations. Good communication skill</p> <p>Experience: - Two years in academic, and administrative work in any one of the colleges or institutes or Government, PSU offices.</p> <p>Desirable: - Additional qualification in office administration, including the knowledge of Hindi, Tally / similar ones will be an added advantage.</p>
6	Physical Education cum Sports Ground Maintenance Supervisor attendant)	<p>Qualification:- Bachelor's degree in Physical Education or Sports Science from a recognized University/Board. Good communication skills. Proficiency in Computer Operation (MS Office).</p> <p>Experience: - Five years' experience in the relevant field in any recognized school/college/University or in Government/PSU/reputed Companies.</p> <p>Desirable: - Having knowledge/experience in academic activities/HR-related matters/counseling the students.</p>
7	Dy. Warden	<p>Qualification:- A Bachelor's degree in any of the disciplines from a recognized University/Board. Good communication skills. Proficiency in Computer Operation (MS Office).</p> <p>Experience: - Five years experience as warden/Dy. Warden/Matron in any recognized school/college/University or in Government/PSU/reputed Companies.</p> <p>Desirable: - Having knowledge/experience in academic activities/HR-related matters/counseling the students.</p>
8	Academic Supervisor	<p>Qualification:- Any Master's degree from a recognized University. Additional qualifications in the field of computer science/application, office administration, and commercial practice including the knowledge of Tally / similar ones will be an added advantage. Good communication skills. Proficiency in Computer Operation (MS Office).</p> <p>Experience: - Five years experience in academic/administrative work in any university/Government/ PSU/College.</p> <p>Desirable: - Having knowledge/experience in academic activities/HR-related matters/counseling.</p>

SCHEDULE OF WALK-IN-INTERVIEW:-

Venue: Conference Hall, 1st floor Administrative Block, SVPISTM, Coimbatore – 641 004

Sl. No	Name of the Post	Date	Time
1	Administrative Officer.	03 – 10 - 2023	10.30 Hrs.
2	Admin. Supervisor	03 – 10 - 2023	
3	Accountant	03 – 10 - 2023	
4	Jr. Asst. (Level -3)	03 – 10 - 2023	
5	Jr. Asst. (Level -4)	03 – 10 - 2023	14.00 Hrs.
6	Physical Education cum Sports Ground Maintenance Supervisor	03 – 10 – 2023	
7	Dy. Warden	03 – 10 – 2023	
8	Academic Supervisor	03 – 10 – 2023	

Note:-

1. No separate call letter (interview card) will be sent from this office.
2. Candidates are requested to be present at the venue 30 minutes before the interview time along with the original certificate.
3. If there is any change in the date of the interview the same will be communicated through E-Mail (available in the Application form)
4. Only candidates will be permitted to enter the campus.
5. Candidates should have a proper ID card.
6. In the case of candidates applying for more than one post, then they have to apply separately for each post.

GENERAL INSTRUCTIONS TO THE APPLICANTS:-

- a) Interested candidate who fulfills the requirement must apply in the prescribed form with all supporting documents through offline mode.
- b) Application forms received without processing fee shall not be entertained.
- c) The Last date for submission of offline applications shall be 30th September 2023.
- d) **Any delay in postal transit will not be accepted as a valid reason for condoning the delay in the submission of the tender.**
- e) Applications received without supporting documents will not be acceptable and summarily rejected.
- f) Selected candidates shall not have claim on any regular position and shall not be bestowed any of the privileges like housing, Medical Facility, and Other benefits available to the regular employees of the Institute.
- g) Applicants are advised to ensure, before applying for the post, that they possess the minimum essential qualification and experience laid down for the post. The qualification obtained has to be from a recognized University/Institute. Eligibility in terms of age, qualification, and experience of a candidate shall be considered as on the last date of application.
- h) Ineligible candidates will not be allowed to appear for further process of interviews. Verification will be conducted before the interview.
- i) In case of a large number of applicants, the Competent Authority reserves the right to shortlist candidates by adopting appropriate criteria.
- j) The number of vacancies indicated in the notification is tentative. SVPISTM reserves the right to increase or decrease or NOT to fill any of the posts advertised.

- k) The selection and appointment are purely based on the performance in the interview, acquiring the higher qualification, work experience, etc. Preference will be given to persons having experience in relevant disciplines. The decision of the appointing authority will be final.
- l) No TA/DA will be paid for attending the Interview.
- m) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify, withdraw, or cancel any communication made to the Applicants.
- n) After joining the service of the Institute, the person(s) will have to abide by the Rules, Regulations, Ordinances, Statutes, and Acts of the Institute are applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
- o) The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has clandestine antecedents or background and has suppressed any information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.
- p) No correspondence whatsoever will be entertained from the candidates.
- q) Canvassing in any form or bringing in any influence political or otherwise shall be liable for disqualification for the post.
- r) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, SVPISTM, Coimbatore shall be final.

OTHER TERMS AND CONDITIONS:-

1) AGE LIMIT: NOT EXCEEDING 45 YEARS AS ON 01-08-2023.

The Institute reserves the right to relax age up to the maximum of five years, considering the qualifications, and experience in exceptional cases.

2) PERIOD OF APPOINTMENT

The period of appointment is purely temporary basis for a period of one year. However, this can be extended every year on a need basis up to a maximum of three years, subject to satisfactory performance.

The selection against contractual position shall not confer on the appointee any right for being made permanent/regular.

3) REMUNERATION:

The consolidated remuneration payable is inclusive of the Administrative share of EPF, ESI & and Admin. Expenses, as per the Institute's norms. No salary negotiation will be entertained during the contract period.

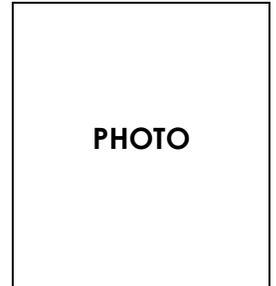
4) RULES & REGULATIONS:-

The rules and regulations of SVPISTM in force and amendments made from time to time will be applicable in all matters. The selected candidates are expected to do any kind of Work assigned to them in addition to their normal duties without any extra Remuneration or benefits in the interest of the Institute.

In all the Service matters the decision of the DIRECTOR, SVPISTM, Coimbatore is final.

APPLICATION FORM

Name of the post applied for: _____



1	Name	
2	Date of Birth	
3	Address for communication	
4	Contract Mobile No	
5	E-Mail Id.	
6	Father's/Spouse Name	
7	Nationality	
8	Religion	
9	Caste (if belonging to SC/ST/OBC/GEN)	
10	Language known	

Signature of the Candidate

Local References (Full address with contact no.):

1.

2.

Ido hereby declare that

a) I have read, understood, and agree with all the terms and conditions of the SVPISTM, Coimbatore Notification No: SVPISTM/ACAD – 145/RECRUITMENT/3 dt. 22-09-2023

b) The information furnished by me in this application form is true.

Signature of the Candidate

Name:

Date: _____

Place: _____