



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: SVPISTM/ACAD – 145/RECRUITMENT/2 15-09-2023

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: SVPISTM/ACAD – 145/RECRUITMENT/2 15-09-2023	15-09-2023
2	Last Date of Submission of application along with processing fee (offline) by courier/registered post/in person.	23-09-2023 (17.00 Hrs.)
3	Date for walk-in-interview	25-09-2023 (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 “ SVPISTM 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	Secretarial - Assistant	1	Rs.33,740 /-
2	Jr. Asst. – Level 2	1	Rs.25,820 /-
3	Jr. Asst. (Accounts)	1	Rs.23,322 /-
4	Civil Supervisor	1	Rs.23,322/-
5	Electrical Supervisor	1	Rs. 23,322/-
6	Attenders (multi-task attendant)	2	Rs. 17,830/-

JOB ROLES OF ACADEMIC NON-TEACHING STAFF

Sl. No: 1	Name of the Post	Secretarial - Assistant
		<ol style="list-style-type: none"> 1) Acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages, or highlighting them for the Director's attention. 2) Liaising with internal departments, answering calls, and making travel arrangements. Managing internal and external correspondence on behalf of senior management. 3) Compiling and preparation of reports, briefs, and presentations for the meetings. 4) Assist in creating and distributing routine meeting minutes and other executive meetings. 5) Manage diary and schedule meetings and appointments, maintain an events calendar, and send reminders. 6) Reminding the Director of important tasks and deadlines. 7) Implementing and maintaining procedures/administrative systems 8) Handling requests and queries appropriately. 9) Booking and arranging travel, transport, and accommodation for the Director and Guests. 10) Organizing events and conferences. 11) Devise and maintain office filing system

Sl. No: 2	Name of the Post	Jr. Asst. – Level 2
<ol style="list-style-type: none"> 1) Involves greater responsibilities, often including specialized tasks, project coordination, and more independent decision-making. 2) Assist in developing and updating academic programs, curriculum materials, and course syllabi. 3) Coordinate academic events, workshops, and seminars, including logistics and participant communication. 4) Collaborate with faculty to implement technology-enhanced learning tools and resources. 5) Analyze student data to identify trends and make recommendations for program improvements. 6) Assist in managing academic committees, accreditation processes, and quality assurance initiatives. 7) Participate in the planning, execution, and evaluation of projects, and research. 8) Assist in securing funding and resources for projects through grant applications and proposals. 9) Coordinate training sessions, seminars, and knowledge-sharing events. 		

Sl. No: 3	Name of the Post	Jr. Asst. (Accounts)
<ol style="list-style-type: none"> 1) Assisting with financial and accounting tasks within the organization. 2) Data Entry (Accounts related) 3) Account Reconciliation, 4) Invoicing, 5) Expense Tracking, 6) Accounts Receivable & Accounts Payable, 7) Financial Record Maintenance, 8) Assisting with Audits, 9) Financial Reporting, 10) Budget Support, 11) Collection of fees from the students, 12) Issue of receipts, 13) Checking of bills Payment to vendors 		

Sl. No: 4	Name of the Post	Civil Supervisor
<ol style="list-style-type: none"> 1) To work proactively under the direction of the Management to ensure the buildings and grounds are maintained to a high standard in order to support the teaching and learning within the Institute, which will include security, Health and Safety, cleanliness, portorage, routine maintenance and refurbishment, minor repairs and assisting with obtaining maintenance/repair quotes/estimates to ensure best value. 2) Ensure that the whole Campus, including the hostel, furniture fittings, and grounds are maintained to a high standard. 3) To use skills to undertake minor carpentry, plumbing, redecoration, and improvement tasks as agreed with the designated person of the Institute. 4) To ensure that the day-to-day running and maintenance of the premises avoids wastage and is efficient. 5) To maintain a preventative planned maintenance program, which will include regular inspection and assessment of buildings, fixtures, furniture, and grounds to ensure the premises are safe and in satisfactory condition. 6) Ensure the Institute Campus is clean and tidy and conducive to learning e.g. specialized cleaning tasks, removal of graffiti, litter picking around the campus, clearing rubbish on a daily basis, replenishing supplies to all toilets, etc. 7) to obtain quotes from external contractors for the proposed work and to supervise and monitor contractors in their work. 8) Upkeep of parks, lawns, potted plants, etc. 		

Sl. No: 5	Name of the Post	Electrical Supervisor
<ol style="list-style-type: none"> 1) The overarching goal is to ensure the establishment and upkeep of reliable electrical connections, reducing the likelihood of accidents and optimizing the usability of electricity across all facilities. 2) Contribute to a safer and more efficient electrical environment. 3) Execute plans of electrical wiring for well-functioning lighting, intercom, and other electrical systems 4) Install electrical apparatus, fixtures, and equipment for alarm and other systems 5) Install safety and distribution components (e.g. switches, resistors, circuit-breaker panels, etc.) 		

- 6) Connect wiring in electrical circuits and networks ensuring compatibility of components
- 7) Prepare and assemble conduits and connect wiring through them
- 8) Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits, etc.
- 9) Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.
- 10) Maintenance of AC Units, Genset, and Electric Passages (LIFT)
- 11) Liaison with EB Authorities, AMC Contractors (Lift, AC, Genset)

Sl. No: 6	Name of the Post	Attenders (multi-task attendant)
		<ol style="list-style-type: none"> 1) Physical maintenance of records of section. 2) General cleanliness and upkeep of the Section/Unit. 3) Carrying files and other papers within the building. 4) Other non-clerical work in the Sections/Unit. 5) Assisting in routine office work like diary, dispatch, etc. 6) Delivering Dak (inside and outside the building) 7) Dusting of furniture etc. 8) Upkeep of lawns, potted plants, etc. 9) They will supply drinking water to the students and staff. 10) They will attend to the file movement work and arrangement of records. 11) They will keep tables, chairs, admirals, windows, bookshelves, and the cabin neat and clean. 12) Before leaving the office they shall switch off lights, and fans, and close the doors and windows. 13) Take the daily inventory of available products. 14) Perform other receptionist duties such as filing, photocopying, collating, faxing, etc. 15) Maintain safe and clean reception area by complying with procedures, rules, and regulations. Work safely and report safety or maintenance issues to management. Familiar with safety protocols and best practices such as sanitizing. 16) Any other work assigned to them by the Administration from time to time.

EDUCATIONAL & OTHER QUALIFICATIONS: -

Sl. No	Name of the Post	Qualifications and experience required
1	Secretarial - Assistant	<p>Qualification:- Postgraduate degree from a recognized University/ Institute. SHORTHAND-Inter (100 words per minute) – English TYPE WRITING-Higher (45 words per minute) - English Proficiency in Computer Operation (MS Office).</p> <p>Experience: Minimum five years experience in any school/college/reputed organization.</p> <p>Desirable:- Work experience in the Administrative departments in Govt/PSU offices. Good communication skills. Knowledge of Hindi.</p>
2	Jr. Asst. – Level 2	<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>
3	Jr. Asst. (Accounts)	<p>Qualifications: - Any Bachelor's Degree from a recognized University / Institution. Proficiency in Computer Operations. Good communication skills.</p> <p>Experience: - Two years in academic administrative work in any one of the colleges or institutes or Govt., PSU offices. Five years' experience in Finance, Accounts matters, and budgeting matters Working Knowledge of Accounting Software (tally)</p> <p>Desirable: - Knowledge of Hindi, and a degree in commerce from a recognized university will be an added advantage.</p>
4	Civil Supervisor	<p>Qualifications: ITI trade in civil engineering from a recognized Institute/Board or Diploma in Civil Engineering from a recognized University Institute or board.</p> <p>Experience: Four years' experience in Civil, maintenance work in a reputed organization, college.</p> <p>Desirable:- Experience in Civil construction, plumbing, maintenance, and similar kinds of work in Government/PSU offices.</p>

5	Electrical Supervisor	<p>Qualification:- Diploma /Bachelor's Degree in Electrical Engineering from a recognized University or Institute or Board.</p> <p>Experience: Four Years' experience in electrical and electrical maintenance work in a reputed organization, company, factory, or college. Two years' experience in handling Gen set.</p> <p>Desirable:- Work Experience in Electricals, wiring in Electricity Board/ Government/PSU offices. Shall possess a valid license for carrying out the electrical work.</p>
6	Attenders (multi-task attendant)	<p>Passed 10th / 12th class from a Board or its equivalent recognized by the Government. Good communication skills.</p> <p>Experience: Minimum Five years of experience as an attender in an Educational institution, or reputed company.</p> <p>Desirable: Preference will be given to those who have work experience in the Govt. / PSU/Colleges.</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	Secretarial - Assistant	25 – 09 - 2023	10.30 Hrs.
2	Jr. Asst. – Level 2	25 – 09 - 2023	
3	Jr. Asst. (Accounts)	25 – 09 - 2023	
4	Civil Supervisor	25 – 09 - 2023	14.00 Hrs.
5	Electrical Supervisor	25 – 09 - 2023	
6	Attenders (multi-task attendant)	25 – 09 – 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 be entertained.
- c) The Last date for submission of offline applications shall be 23rd 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.

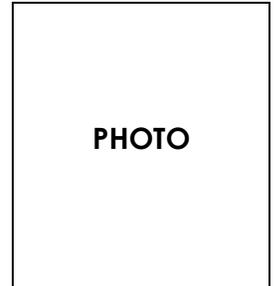
4) RULES & REGULATIONS:-

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

11. Qualification (Education & Professional) :

Sl. No.	Course of study (Beginning from X th Std.,)	Year of passing		Degree /diploma/ Certificate awarded	% age of marks /grade obtained
		From	To		

12. Experience

Sl. No.	Name and address of the employer	Post held	Period		Nature of Duties/Work attended
			From	To	

Note: Attested copies of certificates in support of age, educational/professional qualification, and experience will be enclosed.

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/2 dt. 15-09-2023

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

Signature of the Candidate

Name:

Date: _____

Place: _____