



சர்தார் 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.

DETAILS OF POSTS AND ELIGIBILITY CRITERIA

S. No.	Name of the post (Contractual)	Specialization	No. of vacant Posts
1	Administrative Officer	<p>A Bachelor's degree in any discipline from a recognized University/Institute with a minimum of 55% marks is essential.</p> <p>A minimum of 5 to 10 years of relevant administrative experience at a senior level in a Government department, Government educational institution, Public Sector Undertaking (PSU), or Autonomous Body is mandatory.</p> <p>Preference will be given to candidates having the following additional experience:</p> <ol style="list-style-type: none">1. Experience in handling administrative functions such as office management, procurement, personnel management, event coordination, and general administration.2. Familiarity with Government administrative procedures, General Financial Rules (GFR), e-Procurement systems (e.g., GeM), and file/document management systems.3. Proficiency in MS Office applications, especially MS Word and MS Excel, along with strong documentation and communication skills.	1
2	Accounts Officer	<p>A Bachelor's degree in any discipline from a recognized University/Institute with a minimum of 55% marks is required.</p> <p>A minimum of 5 to 10 years of relevant accounting experience at a senior level in a Government department, Government educational institution, Public Sector Undertaking (PSU), or Autonomous Body is mandatory.</p> <p>Preference will be given to the candidate having the following additional experience:</p> <ol style="list-style-type: none">1. Experience in handling finance, budgeting, auditing, payroll, PF, TDS, and statutory compliance.2. Familiarity with Government Financial Rules (GFR), Public Financial Management System (PFMS), Tally ERP, and accounting software.	1

		3. Good command of MS Excel and documentation.	
3	Junior Civil Engineer	<p>Bachelor Degree in Civil Engineering from recognized University or Institute</p> <p>Experience: Six months experience in Civil constructions and maintenance work of major projects.</p> <p style="text-align: center;">OR</p> <p>Diploma in Civil Engineering from recognized University or Institute</p> <p>Experience: Three to Four years' experience in Civil constructions and maintenance work of major projects.</p>	1
4	Junior Technical Assistant (Computer / IT)	<p>B.Sc. Computer Science or BCA from a recognized university with two years of experience in a university / PSU / Research institution / Reputed Private organization in the field of information technology and computer networking.</p> <p>Or</p> <p>B.E./B.Tech. in Computer Science / Electronics and Communication Engineering / Information Technology with six months of experience in a university / PSU / Research institution / Reputed Private firms in the field of information technology and computer networking.</p> <p>Or</p> <p>Diploma in Computer Application/Computer Science Engineering / Information Technology from recognized university / institution with four years of experience in a university / PSU / Research institution / Reputed Private firms in the field of information technology and computer networking.</p> <p>Desirable: CCNA / CCNP or equivalent certification</p>	1
5	Senior Technical Assistant (Computer / IT)	<p>B.E./B.Tech. in Computer Science / Electronics and Communication Engineering / Information Technology</p> <p>Or</p> <p>M.Sc. Computer Science or MCA.</p> <p>Experience: At least one year of professional experience in IT, networking, web design, website maintenance, IT administration, or other related fields.</p> <p>Desirable: CCNA / CCNP or equivalent certification</p>	1
6	Assistant Warden (Women)	Graduate from a recognized University/Institution	1

		Experience : Five year experience as Assistant Warden in an educational institution	
7	Sports and Physical Education Supervisor	Bachelor's degree in Physical Education and Sports Science. Experience: A minimum of two years of experience in the relevant field, with the ability to encourage and facilitate student participation in national-level sports meets.	1

Application should be submitted in the prescribed format along with a DD for Rs.600/- drawn in favour of "The Director, SVPISTM, payable at Coimbatore" or Rs.600/- shall be paid through NEFT. Bank Details - State Bank of India, Peelamedu Branch, Coimbatore

Account Holder Name: SVPISTM

SB Account No.: 31999455418

IFSC Code: SBIN0007231

Last date for receipt of application is on or before 02.07.2025.

Applications not in prescribed format and without proof of submission of application fee will be summarily rejected. For further details visit our website: www.svpitn.ac.in / www.svpistm.ac.in

NON-TEACHING POSTS

1. ELIGIBILITY CRITERIA – ADMINISTRATIVE OFFICER

A Bachelor's degree in any discipline from a recognized University/Institute with a minimum of 55% marks is essential.

A minimum of 5 to 10 years of relevant administrative experience at a senior level in a Government department, Government educational institution, Public Sector Undertaking (PSU), or Autonomous Body is mandatory.

Preference will be given to candidates having the following additional experience:

1. Experience in handling administrative functions such as office management, procurement, personnel management, event coordination, and general administration.
2. Familiarity with Government administrative procedures, General Financial Rules (GFR), e-Procurement systems (e.g., GeM), and file/document management systems.

Proficiency in MS Office applications, especially MS Word and MS Excel, along with strong documentation and communication skills.

2. ELIGIBILITY CRITERIA – ACCOUNTS OFFICER

A Bachelor's degree in any discipline from a recognized University/Institute with a minimum of 55% marks is required.

A minimum of 5 to 10 years of relevant accounting experience at a senior level in a Government department, Government educational institution, Public Sector Undertaking (PSU), or Autonomous Body is mandatory.

Preference will be given to the candidate having the following additional experience:

1. Experience in handling finance, budgeting, auditing, payroll, PF, TDS, and statutory compliance.
2. Familiarity with Government Financial Rules (GFR), Public Financial Management System (PFMS), Tally ERP, and accounting software. Good command of MS Excel and documentation.

3. ELIGIBILITY CRITERIA – JUNIOR CIVIL ENGINEER

Bachelor Degree in Civil Engineering from recognized University or Institute

Experience: Six months experience in Civil constructions and maintenance work of major projects.

OR

Diploma in Civil Engineering from recognized University or Institute

Experience: Three to Four years' experience in Civil constructions and maintenance work of major projects.

4. ELIGIBILITY CRITERIA - JUNIOR TECHNICAL ASSISTANT (COMPUTER / IT)

B.Sc. Computer Science or BCA from a recognized university with two years of experience in a university / PSU / Research institution / Reputed Private organization in the field of information technology and computer networking.

Or

B.E./B.Tech. in Computer Science / Electronics and Communication Engineering / Electronics and Communication Engineering / Information Technology with six months of experience in a university / PSU / Research institution / Reputed Private firms in the field of information technology and computer networking.

Or

Diploma in Computer Application/Computer Science Engineering / Information Technology from recognized university / institution with four years of experience in a university / PSU / Research institution / Reputed Private firms in the field of information technology and computer networking.

Desirable: CCNA / CCNP or equivalent certification.

5. ELIGIBILITY CRITERIA - SENIOR TECHNICAL ASSISTANT (COMPUTER / IT)

B.E./B.Tech. in Computer Science / Electronics and Communication Engineering / Information Technology

or

M.Sc. Computer Science or MCA.

Experience: At least one year of professional experience in IT, networking, web design, website maintenance, IT administration, or other related fields.

Desirable: CCNA / CCNP or equivalent certification

6. ELIGIBILITY CRITERIA - ASSISTANT WARDEN (WOMEN)

Graduate from a recognized University/Institution

Experience: Five year experience as Assistant Warden in an educational institution

7. SPORTS AND PHYSICAL EDUCATION SUPERVISOR

Bachelor's degree in Physical Education and Sports Science.

Experience: A minimum of two years of experience in the relevant field, with the ability to encourage and facilitate student participation in national-level sports meets.

8. SALARY

A consolidated salary minimum of Rs.20,000/- upto Rs.50,000/- will be paid based on the qualification, experience, achievements and other academic credentials of a deserving candidate.

9. PERIOD OF APPOINTMENT

Period of appointment is ad-hoc contract basis for a period of one year. The ad-hoc appointment may be further extended on mutual consent. The selection against contractual positions shall not confer on the appointee any right for being made permanent / regular.

10. TERMS AND CONDITIONS

- ❖ Age limit for all the posts is less than 50 years'. However age relaxation will be given for desirable candidate.
- ❖ Candidates attending the interview for the post are not entitled to any T.A.
- ❖ Selection and appointment will be based solely on performance in the interview, educational qualifications, relevant work experience, and other applicable criteria. Preference will be given to candidates with experience in the relevant discipline. The decision of the appointing authority shall be final and binding.
- ❖ No correspondence will be entertained from candidates who have attended the interview.
- ❖ CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.
- ❖ The candidate appearing for the interview should not be sentenced for any criminal offence, or any criminal inquiry is pending against him. The candidate should not be imposed with any Minor / Major penalties for his misconduct, misbehavior, or having indulged in fraud in the past service.
- ❖ The SVPISTM reserves the right to make or not to make the selection for the said position.
- ❖ The candidates must enclose attested copies of the date of birth certificate, copies of degree / diploma and mark sheet, experience certificate with the application form (enclosed).
- ❖ Application fee of Rs.600/- (Rupees Six hundred only)
- ❖ Mode of payment: DD in favour of "The Director, SVPISTM", or NEFT Transfer.

Bank Name	State Bank of India
Branch	Peelamedu Branch, Coimbatore
Account Holder Name	SVPISTM
SB Account No	31999455418
IFSC Code	SBIN0007231

Soft copy of the filled up application with supportive documents to be sent to recruitment@svpitm.ac.in and Hard copy of the filled up application with supportive documents to be sent to "The Director, SVPISTM, No.1483, Avinashi Road, Peelamedu, Coimbatore – 641004" within 15 days from the date of publication of the advertisement.

Applications in the prescribed form (attached) will be sent to **The Director, Sardar Vallabhbhai Patel International School of Textiles & Management, 1483, Avinashi Road, Peelamedu, Coimbatore – 641 004** by post or through e-mail id: recruitment@svpitm.ac.in