

**Walk-in-Interview for the post of Office Assistant**

**Brief on ASHINE**

ASHINE (Association for Harnessing Innovation and Entrepreneurship), a NIDHI-TBI (Technology Business Incubator) at Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat is a section 8 (not-for-profit) company aiming to promote entrepreneurial activity on SVNIT campus and commercialization of R&D efforts across all disciplines of Engineering and Technology including Energy, Environment and Manufacturing. It also extensively undertakes pre-incubation activities for SVNIT students under the SSIP policy of Government of Gujarat. It also envisions developing incubation activities in other sectors in coming years with support from various government/semi-government and private entities.

The following post is required to be filled at ASHINE on contractual basis for a period of 11 months:

**1. Office Assistant (One post)**

**Eligibility Criteria**

**Educational Qualification**

Any Graduate/Diploma with degree from a Government recognized University/Institute.

**Experience**

- The applicant must have minimum 2 years of work experience in office administration and accounts management in any academic institute or a government set-up or an industrial/research organization.
- Proficiency in computer with MS Office knowledge or equivalent is a must.
- Written communication skill in English is desirable.

**Salary**

Depending on the qualifications/experience, selected candidate will be offered salary in the range of **Rs. 20,000 to 25,000/- per month (consolidated)**.

**Date of Walk-in-Interview:** 19/12/2024  
**Time** : 3.30 PM Onwards  
**Venue** : Executive Conference Room, ASHINE, SVNIT – Surat

- Interested candidates fulfilling the above criteria can e-mail their latest resume along with all the relevant educational and experience certificates to [ashine@svnit.ac.in](mailto:ashine@svnit.ac.in) and may note that they should report latest by **3.00 PM for document verification**. Candidates reporting after 3.00 PM will not be entertained.
- ASHINE administration reserves the right not to fill any/all posts advertised.

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