

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: 20/11/2025
Time : 3.00 PM Onwards
Venue : Executive Conference Room, ASHINE, SVNIT – Surat

- Interested candidates fulfilling the above criteria can e-mail their latest resume (as an advance copy for reference) along with all the relevant educational and experience certificates to ashine@svn timer.ac.in and may note that they should report latest by **2.00 PM for document verification**. Candidates reporting after 2.00 PM will not be entertained.
- ASHINE administration reserves the right not to fill any/all posts advertised.