



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/1 08-09-2023

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 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/1 07-08-2023	08-09-2023
2	Last Date of Submission of application along with processing fee (offline) by courier/registered post/in person.	16-09-2023 (17.00 Hrs.)
3	Date for walk-in-interview	20-09-2023 (11.00 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	Lab Technician – Garment Construction, Pattern Making & Grading Lab	1	Rs. 23,322/-
2	Lab Technician – Physics & Chemistry Lab, Textile Chemical Processing Lab & Textile Testing Lab	2	Rs. 23,322/-
3	Lab Technician – Computer & IT	2	Rs. 23,322/-
4	Asst. Librarian.	1	Rs. 35,995/-
5	Jr. Asst. (Level -1) (Academic)	1	Rss. 30,330/-
6	Attenders (Academic & Lab)	2	Rs. 17830/-

JOB ROLES OF ACADEMIC NON-TEACHING STAFF

Sl. No: 1	Name of the Post	Lab Technician – Garment Construction, Pattern Making & Grading Lab
<p>Lab Preparation: Ensure that the lab is well-organized and equipped with the necessary tools, sewing machines, fabric, patterns, and other resources required for the practical sessions. Check that all equipment is in working order and maintain a safe and clean lab environment.</p> <p>Demonstrations: Begin each session with a demonstration of the techniques and skills that students will be learning that day. Explain concepts clearly and provide step-by-step instructions. Encourage questions and interaction from students.</p> <p>Pattern Making: Teach students how to create patterns for various types of garments, including understanding measurements, drafting patterns, and making adjustments. Introduce them to different pattern-making techniques and tools.</p> <p>Garment Construction: Instruct students on garment assembly, including cutting fabric, sewing seams, attaching zippers, buttons, and other closures, and finishing techniques like hemming. Emphasize the importance of precision and attention to detail in construction.</p>		

Sl. No: 2	Name of the Post	Lab Technician – Physics & Chemistry Lab, Textile Chemical Processing Lab & Textile Testing Lab.
<p>Physics Lab Assistant :</p> <p>Assist in setting up experiments and arranging equipment for physics lab sessions. Help students with assembling apparatus and conducting experiments. Maintain cleanliness and organization of the lab space and equipment. Assist in storing and maintaining inventory of lab supplies and materials. Provide technical support to students during experiments as directed by the instructor. Follow safety protocols and guidelines to ensure a safe lab environment.</p> <p>Chemistry Lab Assistant</p> <p>Prepare chemicals, solutions, and reagents for chemistry experiments. Assist in arranging lab equipment and setting up experiments. Clean and sterilize lab glassware and equipment after use. Help students with measuring, mixing, and handling chemicals safely. Support students during lab activities, addressing questions and concerns. Follow proper disposal procedures for hazardous materials.</p> <p>Textiles Lab Assistant (Spinning, Fabric Formation, Fibre Science & Testing, Textile Chemical Processing, Technical Textiles, Apparel Engineering) :</p> <p>Assist in preparing materials and equipment for textile-related experiments. Support students in setting up and conducting textile processes and tests. Maintain order and cleanliness in the lab, including equipment storage and maintenance. Help students with measurements, calculations, and documentation during lab sessions. Provide guidance on the proper usage of tools and equipment. Assist in preparing samples and materials for testing and analysis.</p>		

Sl. No: 3	Name of the Post	Lab Technician – Computer & IT.
<p>Technical Support:-</p> <p>Provide advanced technical support to users in the computer lab, including students, faculty, and staff. Troubleshoot and resolve hardware and software issues, both independently and collaboratively. Assist users with setting up and configuring computers, peripherals, and network connections. Perform system diagnostics, hardware repairs, and upgrades as needed.</p> <p>Lab Management:-</p> <p>Manage and maintain the computer lab environment, ensuring that equipment and software are functional and up-to-date. Install, configure, and update software applications and operating systems on lab computers. Monitor lab resources, including printers, scanners, projectors, and audio-visual equipment. Implement security measures to protect lab systems and data from unauthorized access and threats.</p>		

User Training and Guidance:-

Provide training and orientation to lab users on software applications, tools, and lab procedures. Assist users in utilizing specialized software for specific academic or research purposes. Offer guidance on best practices for data storage, file management, and backup.

Network and Connectivity:-

Assist in maintaining and troubleshooting network connectivity within the lab. Coordinate with IT staff to resolve network-related issues and ensure reliable internet access. Monitor network performance and address connectivity challenges promptly.

Lab Policies and Documentation:-

Help develop and enforce lab usage policies, ensuring a conducive and organized environment. Maintain accurate documentation of lab inventory, software licenses, and equipment specifications. Prepare user guides, tutorials, and documentation for lab resources and procedures.

Lab Upgrades and Projects:-

Assist in planning and implementing lab upgrades, including hardware replacements and software updates. Participate in technology-related projects, such as lab expansion, technology integration, or software deployment. Collaborate with vendors and suppliers to procure lab equipment and supplies.

Collaboration and Training:-

Collaborate with faculty and instructional staff to integrate technology into academic activities. Train and mentor Level 1 technicians, providing guidance and technical expertise. Collaborate with IT staff and administrators to align lab operations with overall technology strategies.

Quality Assurance and User Experience:-

Monitor lab usage and gather feedback from users to improve the user experience. Implement measures to enhance lab efficiency, user satisfaction, and overall functionality. In this role, strong technical skills, problem-solving abilities, effective communication, and the capacity to work both independently and as part of a team are crucial. A Computer Lab Technician contributes to ensuring that the computer lab operates smoothly, provides reliable technical support, and offers a conducive environment for learning, research, and work.

Sl. No: 4	Name of the Post	Asst. Librarian.
<p>User Services:- Assist library patrons in locating and accessing books, journals, digital resources, and other materials. Help users navigate the library's catalog and online databases to find relevant information. Provide basic reference assistance by answering questions and directing users to appropriate resources.</p> <p>Circulation and Materials Management:- Process check-outs and check-ins of library materials, including books, DVDs, and other items. Maintain accurate records of borrowed and returned items using library management systems. Shelve returned materials and ensure items are organized properly on the shelves.</p> <p>Technical Support:- Provide basic technical assistance to library users, such as helping with computer logins and troubleshooting minor issues. Assist users with using library equipment, such as printers, photocopiers, and scanners.</p> <p>Cataloging and Classification:- Help catalog new library materials by entering bibliographic information into the library's cataloging system. Apply appropriate classification systems (e.g., Dewey Decimal Classification) to organize and label materials.</p> <p>Collection Maintenance:- Assist in maintaining the physical condition of the library collection, including cleaning and repairing materials when necessary. Participate in weeding and de accessions of outdated or damaged items from the collection.</p> <p>Library Outreach and Programming:- Assist in planning and organizing library events, workshops, and programs for library patrons. Help promote library resources and services through displays, posters, and social media.</p> <p>Administrative Tasks:- Provide general administrative support, such as answering phone calls, responding to emails, and scheduling appointments. Assist in maintaining library records, statistics, and reports.</p> <p>Reader's Advisory:- Offer reading recommendations and suggest books or resources based on users' interests and preferences.</p> <p>Collaboration:- Collaborate with other library staff members to ensure a positive user experience and effective library services.</p>		

Professional Development:-

Stay updated with library trends, new technologies, and best practices through professional development opportunities.

Customer Service:-

Create a welcoming and helpful environment for library patrons, providing a positive customer service experience.

Sl. No: 5	Name of the Post	Jr. Asst. (Level -1) (Academic)
<p>Assist faculty members in preparing teaching materials, presentations, and course documents. Help coordinate and organize classroom activities, including setting up equipment and materials. Support student engagement by distributing course materials, maintaining online platforms, and responding to inquiries. Assist in grading assignments and exams under the direction of faculty. Help organize academic events, seminars, workshops, and conferences. Provide administrative support for academic committees, meetings, and record-keeping.</p> <p>AICTE Compliance and Reporting:- Assist in preparing and submitting reports, data, and documents required for AICTE accreditation and compliance. Maintain accurate records of AICTE-related documentation, approvals, and correspondence. Help coordinate site visits, inspections, and assessments by AICTE officials.</p> <p>Scholarship Management:- Provide support in managing student scholarship programs, including application processing, verification, and disbursement. Assist students in understanding scholarship eligibility criteria, deadlines, and application procedures. Collaborate with relevant departments to gather necessary documentation for scholarship applications. Maintain records of awarded scholarships and track disbursement schedules.</p> <p>Academic Records and Documentation:- Maintain and update academic records, transcripts, and student databases. Assist in processing student enrollment, registration, and course-related documentation. Manage student records related to attendance, grades, and academic progress. Help prepare documents for examinations, assessments, and results publication.</p> <p>Communication and Correspondence :- Handle communication with students, faculty, staff, and external stakeholders regarding AICTE matters, scholarships, and documentation requirements. Respond to inquiries and provide accurate information about AICTE regulations, scholarship opportunities, and documentation procedures.</p>		

Data Management and Reporting:-

Compile and organize data for various reports, presentations, and statistical analyses related to academic activities, AICTE compliance, and scholarships. Generate and distribute reports to relevant stakeholders as needed.

Documentation Management:-

Ensure proper organization, storage, and retrieval of academic and administrative documents. Assist in archiving and digitizing records to facilitate efficient document management.

Collaboration and Support:-

Collaborate with different departments, including academic, finance, and student services, to ensure seamless coordination and information flow. Provide administrative support to academic committees, meetings, and events.

Quality Assurance and Process Improvement:-

Contribute to continuous improvement efforts related to documentation processes, data accuracy, and compliance with AICTE regulations. Identify opportunities to enhance efficiency and streamline documentation-related tasks.

Sl. No: 6	Name of the Post	Attendees (Academic & Lab)
<p>Assist in any type of office work as may be required by them. They will supply drinking water to the students and staff. They will attend to the file movement work and arrangement of records. They will keep tables, chairs, almirahs, windows, bookshelves, and the cabin neat and clean. Before leaving the office they shall switch off lights, and fans, and close the doors and windows. Take the daily inventory of available products.</p> <p>Perform other receptionist duties such as filing, photocopying, collating, faxing, etc. Maintain safe and clean reception area by complying with procedures, rules, and regulations. Manage wait time and create an inviting atmosphere that will also create a great work environment. Work safely and report safety or maintenance issues to management. Familiar with safety protocols and best practices such as sanitizing.</p> <p>Assisting faculty and students in the laboratories including cleaning all types of equipment. Any other work assigned to them by the Administration from time to time.</p>		

EDUCATIONAL & OTHER QUALIFICATIONS: -

Sl. No	Name of the Post	Qualifications and experience required
1	Lab Technician – Garment Construction, Pattern Making & Grading Lab	<p>Bachelor's Degree in Physics, Chemistry, Textile Engineering / Science, Fashion, Apparel, Design, Technical Textiles, and textile chemistry from any Govt. / Board of Technical Education recognized institute</p> <p>OR</p> <p>10th Standard plus Diploma/Certificate of 03 years' duration in Textile Engineering / Science, Fashion, Apparel, Design, technical textiles and textile chemistry from any Govt./Board of Technical education recognized institute,</p> <p>Experience: Three years of experience in relevant industry/academics / Sewing machine operation with embroidery knowledge,</p> <p>Desirable: Understanding of pattern-making and garment construction techniques and ability to provide guidance to students through demonstration of equipment and machinery used in garment production.</p>
2	Lab Technician – Physics & Chemistry Lab, Textile Chemical Processing Lab & Textile Testing Lab	<p>Bachelor's Degree in Physics, Chemistry, Textile Engineering / Science, Fashion, Apparel, Design, Technical Textiles and Textile Chemistry from any Govt. / Board of Technical Education recognized institute</p> <p>OR</p> <p>10th Standard plus Diploma/Certificate of 03 years duration in Textile Engineering / Science, Fashion, Apparel, Design, technical textiles, and textile chemistry from any Govt./Board of Technical education recognized institute</p> <p>Experience: Three years of experience in relevant industry/academics / Sewing machine operation with embroidery knowledge,</p> <p>Desirable: An understanding of Spinning, Fabric formation, Fibre Science and testing, Textile Chemical Processing, Technical Textiles, Apparel Engineering, Computer-Aided Design (CAD), pattern making, and garment construction techniques and the ability to provide guidance to students through demonstration of equipment and machinery used in garment production.</p>

3	Lab Technician – Computer & IT	<p>Bachelor's Degree in Computer Application/Computer Science / Computer Engineering / Information Technology from a recognized University/Institution.</p> <p>Experience: Minimum three years' experience in Web Design, Networking, CCTV maintenance, software development, management information system development, software development, software maintenance, software management/software testing, and knowledge of computer hardware.</p>
4	Asst. Librarian.	<p>Master's Degree in Library Science / Information Science/Documentation from a recognized university with at least 55% of marks and a consistently good academic record.</p> <p>Experience: Five years' experience as a librarian/ Assistant Librarian in a University /College. Evidence of innovative library services, published work and professional commitment, computerization of library.</p> <p>Desirable: NET/SLET degree in Library Science / Information Science / Documentation / Archives and manuscript keeping, professional bachelor's degree in computer application, proficiency in English, Hindi, and Tamil language (writing, reading, and speaking) proficiency in digital library services and library software, acquainted with textile science and textile management knowledge resources.</p>
5	Jr. Asst. (Level -1) (Academic)	<p>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.</p> <p>Experience: - Five years' experience in academic administrative work in Government/PSU/College.</p> <p>Desirable:- Having knowledge/experience in AICTE / NAAC / Affiliation work; student's internship, industrial visit, project coordination; classroom, subject allocation, facility inspection, timetable, circular, notice coordination work.</p>

6	Attenders (Academic & Lab)	<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 Laboratories.</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	Lab Technician – Garment Construction, Pattern Making & Grading Lab	20 – 09 - 2023	10.30 Hrs.
2	Lab Technician – Physics & Chemistry Lab, Textile Chemical Processing Lab & Textile Testing Lab	20 – 09 - 2023	11.30 Hrs.
3	Lab Technician – Computer & IT	20 – 09 - 2023	12.30 Hrs.
4	Asst. Librarian.	20 – 09 - 2023	14.30 Hrs.
5	Jr. Asst. (Level -1) (Academic)	20 – 09 - 2023	15.30 Hrs.
6	Attenders (Academic & Lab)	20 – 09 - 2023	16.30 Hrs.

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

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 16th 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, qualifications, and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a college, institute, industry, etc.

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.

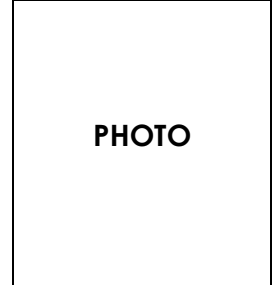
4) RULES & REGULATIONS:-

The rules and regulations of SVPISTM in force and amendments made from time to time will be applicable in all matters.

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

1) I have read, understood, and agree with all the terms and conditions of the SVPISTM, Coimbatore Notification No: SVPISTM/ACAD – 145/RECRUITMENT/1 dt.08-09-2023

2) The information furnished above is true.

Signature of the Candidate

Name:

Date: _____

Place: _____