APPOINTMENTS

Applications are invited from eligible Indian Nationals for the various Non-Teaching posts. For details regarding qualifications, etc. please refer the SPA, New Delhi website: www.spa.ac.in

Last Date of submission of application is 27.02.2023 or one month from the date of publication of this advertisement in the Employment News, whichever is later.

REGISTRAR

SCHOOL OF PLANNING AND ARCHITECTURE
An "Institution of National Importance" under an Act of Parliament
(Ministry of Education Govt. of India)
4, Block-B, Indraprastha Estate, New Delhi – 110 002
Tel: 011-23702382–80, Fax: 011-23702383 www.spa.ac.in

APPOINTMENTS

Applications are invited from Indian Nationals for the following position on regular/ deputation basis:-

Group 'A' Posts

Post Code	Name of Posts	Total	Direct/ Deputation
1.	Assistant Registrar Pay Matrix: Level 10 (Rs. 56100-177500) Age: Not exceeding 35 years	01 (01-UR)	Direct
	TOTAL	**01**	

Group 'B' Posts

2.	Section Officer Pay Matrix: Level 07 (Rs. 44900-142400) Age: Not exceeding 35 years	01 (01-UR)	Direct
3.	Workshop Superintendent Pay Matrix: Level 07 (Rs. 44900-142400) Age: Between 30 and 45 years	01 (01-UR)	Direct
4.	Technical Assistant (Models) Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	01 (01-UR)	Direct
5.	Technical Assistant {Erstwhile Technical Assistant (Programming)} Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	01 (01-UR)	Direct
6.	Personal Assistant Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	06 (03-UR, 01-SC, 02-OBC)	Direct
7.	Hindi Translator Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	01 (01-UR)	Deputation (Ordinarily not exceeding 03 Yrs.)
	TOTAL	**11**	

*Out of Total 10 Direct Group 'B' posts, 01 post is reserved for PwD-B, LV

Group 'C' Posts

8.	Assistant Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years	02 (02-UR)	Direct
9.	Stenographer Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years	01 (01-UR)	Direct
10.	Estate Supervisor Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years	01 (01-UR)	Direct
11.	Junior Library & Information Assistant (Erstwhile Library Assistant) Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 27 years	02 (01-UR, 01-SC)	Direct
12.	Junior Library & Information Assistant (Erstwhile Library Clerk) Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (01-OBC)	Direct
13.	Driver Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 35 years	01 (01-UR)	Direct
14.	Plumber Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (01-UR)	Direct
15.	Electrician Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	03 (02-UR, 01-OBC)	Direct
16.	Mechanic Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (01-UR)	Direct
17.	Carpenter Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (01-UR)	Direct
18.	Junior Technical Assistant (Erstwhile Ferro Printing Assistant) Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (01-UR)	Direct
	TOTAL	**15**	

*Out of Total 15 Direct Group 'C' posts, 01 post is reserved for PwD-HH except the post of Driver, which is not identified suitable for reservation under PwD Category

EDUCATIONAL AND OTHER QUALIFICATIONS

1.   QUALIFICATIONS FOR THE POST OF ASSISTANT REGISTRAR

Essential:
Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale with good academic records as laid down by the UGC shall continue to be in force.

Desirable:
ICWA/LLB/MBA/SAS

2.   QUALIFICATIONS FOR THE POST OF SECTION OFFICER

Essential:
Post Graduate Degree in Commerce/ Arts or equivalent examination of recognized University and 5 years' experience as Assistant or equivalent in educational/ administrative institution (Govt. of India or autonomous bodies) and having practical knowledge in accounts/ academic administration.

Desirable:
Preference will be given to qualified SAS examination from the recognized services and also who have good practical knowledge of computer.

3.   QUALIFICATIONS FOR THE POST OF WORKSHOP SUPERINTENDENT

Essential:
(i)   Diploma in Mechanical/ Civil Engineering from a recognized Institution or equivalent with at least eight years' experience in a Workshop of Industrial Establishment or Teaching Institution.

OR

National Apprenticeship/ Trade Certificate in Machine shop with twenty years skilled working experience in (a) Machine Shop and Tool Room; (b) Rolling, Forging and Pressing; (c) Foundry; (d) Wood Working Machine Carpentry; and (e) Sheet Metal Shop;

(ii)   Repair of equipments of technological institution and having a skilled workshop experience in machine, Rolling, Forging, Foundry, Wood Working etc.

Desirable:
(i)   Ability to assist in conduct of all aspects of workshop practice for Graduate and Post-Graduate students; and
(ii)   Ability to design and fabricate jobs in connection with research work and students study model with fifteen years' experience

4.   QUALIFICATIONS FOR THE POST OF TECHNICAL ASSISTANT (MODELS)

Essential:
(i)   B.E./ B.Tech/ B.Sc Engg or equivalent qualifications from a recognized University and three years of experience OR Diploma in Craftsmanship or Civil Engineering (3 years duration) from a recognized University or Board or its equivalent qualifications and Five years of experience in a workshop.

(ii)   Knowledge of reading of drawing.

(iii)   Preparation of models in wood or other materials.

5. **QUALIFICATIONS FOR THE POST OF TECHNICAL ASSISTANT (ERSTWHILE TECHNICAL ASSISTANT PROGRAMMING)**

Essential:
- (A) (i) Degree in Engineering or Master's Degree in Science (in Information Technology) or Master's Degree in Computer Application or equivalent Degree from a recognized University/Board.
  - (ii) Three years' experience in a recognized/reputed Institute/Autonomous organization.

OR

- (B) (i) Diploma in Engineering or Post Graduate Diploma in Computer Application from a recognized University/Board.
  - (ii) Five years' experience in dealing with computer application in a reputed Institute/Autonomous organization.

Desirable: Experience in handling Engineering Equipment and knowledge of operating computer machines.

6. **QUALIFICATIONS FOR THE POST OF PERSONAL ASSISTANT**

Essential:
- (i) Bachelor's Degree from a recognized University/ Board.
- (ii) Shorthand speed of 100 words per minute and typewriting speed of 40 words per minute in English.
- (iii) 5 years' experience in a well-established/ reputed office.

7. **QUALIFICATIONS FOR THE POST OF HINDI TRANSLATOR (ON DEPUTATION BASIS)**

Essential:
- (i) Degree in Arts (with Hindi and English as elective subjects) or Degree in Arts with Sanskrit and English as Elective Subjects and Hindi as optional subject from recognized University/ Board.
- (ii) 5 years' experience of Translation from English to Hindi and Vice-versa in a well-established/ reputed office.

By Deputation:

Officers from Central/ State Government including Public Sector Undertakings or Autonomous Bodies or Universities under Central/ State Governments who

- (a) (i) hold analogous posts on regular basis; or
  - (ii) With 6 years regular service in PB-1 + Grade Pay of Rs. 2400; or
  - (iii) With 10 years regular service in PB-1 + Grade Pay of Rs. 1900 and

- (b) Possessing the educational qualifications and experience prescribed for direct recruits as above.

8. **QUALIFICATIONS FOR THE POST OF ASSISTANT**

Essential:
- (i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.
- (ii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi which will be taken on computer (correspond to 10500 KDPH in English or 9000 KDPH on an average of 5 depressions for each word).
- (iii) At least 5 years' experience in clerical job in a reputed office.

Desirable: Diploma/ Certificate of Office Management/ Secretarial Practice/ NIELIT 'O' Level/ Computer Literacy certificate.

9. QUALIFICATIONS FOR THE POST OF STENOGRAPHER

Essential:

i) Degree in Arts or Science or Commerce from a recognized University/Board.
ii) Shorthand speed of 80 words per minute and typewriting speed of 40 words per minute in English.
iii) 5 years' experience in a well-established/ reputed office.

10. QUALIFICATIONS FOR THE POST OF ESTATE SUPERVISOR

Essential:

(i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.
(ii) Ex-Junior Commissioned Officer or equivalent Ranks with at least 5 years as a Junior Commissioned Officer from Army/Navy/Air Force with experience in Security and Public Health area.

11. QUALIFICATIONS FOR THE POST OF JR. LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY ASSISTANT)

Essential:

(i) Sr. Secondary Examination (12th Standard) or its equivalent qualification from a recognized University/Board.
(ii) Certificate in Library Science from a recognized University/ Board/ Institution.

Desirable: Knowledge of Computer in Library work.

12. QUALIFICATIONS FOR THE POST OF JUNIOR LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY CLERK)

Essential:

(i) Sr. Secondary Examination (12th Standard) or its equivalent qualification from a recognized University/Board.
(ii) Certificate in Library Science from a recognized Institute or equivalent qualification.
(iii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depression per hour on an average of five key depressions for each word).

13. QUALIFICATIONS FOR THE POST OF DRIVER

Essential:

(i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.
(ii) Two years' experience as a car/ station Wagon Driver having a valid driving license of light traffic vehicle in a reputed organization.
(iii) Knowledge of Car Mechanism.

Desirable: One year experience in a leading workshop.

14. QUALIFICATIONS FOR THE POST OF PLUMBER

Essential:

(i) Certificate in Plumbing from a recognized Industrial Training Institute or its equivalent qualification.
(ii) Two years' experience of Plumbing work in a reputed shop or organization.

15. QUALIFICATIONS FOR THE POST OF ELECTRICIAN

Essential:
- (i) Certificate in Electrician from a recognized Industrial Training Institute or National Apprenticeship Certificate or equivalent Qualification.
- (ii) Two years' experience of Electrician work in a reputed shop or organization.

16. QUALIFICATIONS FOR THE POST OF MECHANIC

Essential:
- (i) Certificate in Mechanical Engineering from a recognized Industrial Training Institute or National Apprenticeship Certificate or equivalent Qualification.
- (ii) Two years' practical experience in Precision Lathe work, Milling , shaping, Brazing Black – Smithy and Carpentry, with elementary Knowledge of Building Construction Estimating and Mechanical Drawing Electrician work in a reputed shop or organization.

Desirable: Ability to impart instruction of the trade in a School or College.

17. QUALIFICATIONS FOR THE POST OF CARPENTER

Essential:
- (i) Certificate in Carpenter trade from a recognized Industrial Training Institute or National Apprenticeship Certificate or equivalent qualification.
- (ii) Two years practical experience as Carpenter work in a reputed shop or organization.

Desirable: Ability to impart instruction of the trade in a School or College.

18. QUALIFICATIONS FOR THE POST OF JUNIOR TECHNICAL ASSISTANT (ERSTWHILE FERRO PRINTING ASSISTANT)

Essential:
- (i) Senior Secondary Examination (12th Standard) or equivalent qualification from a recognized University/ Board.
- (ii) Certificate from a recognized Industrial Training Institute or its equivalent.
- (iii) One year experience in operation of computers and printer operation.

GENERAL CONDITIONS / INSTRUCTIONS:

- Application(s) should be made on the prescribed form, which can be downloaded from the School's website www.spa.ac.in along with fee payment receipt. Applications addressed to the Deputy Registrar, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002, must reach by 27.02.2023 i.e. within one month of the date of publications of this advertisement in the Employment News in an envelope superscribed as "Application for the Post…………………….." by speed post only.

- **Application Fee:**   **Rs. 1000/- for General and OBC Category**
  Fee for SC/ST/PWD/EWS/Women Candidates is Fully Exempted

  Application fees needs to be paid online through SBI Collect, by logging on SPA Delhi website under online payment (SBI Collect) tab or by directly visiting at SBI Collect Website. No other mode of payment of fee will be considered. Payment made in any other mode which is not specified, shall be treated as 'Nil Payment'.

- Candidates must ensure that he/ she fulfills all eligibility criteria as stipulated in this advertisement and candidates will be called for the written test based on the information provided in the application form. The education qualifications/ experience will be verified at later stage of only those candidates who qualify written test. Therefore candidates need to keep record of all documents/ testimonials readily available with them so that they can produce certified copies along with originals whenever required for verification after declaration of the result of written examination.

- No documents are to be attached with the application form except fees receipt. Candidates need to provide self-attested copies along with original at the time of documents verification. Shortlisted candidates will be informed for document verification through email / website, after declaration of the result of the written examinations.

- Applicants who are in employment of Government/Semi-Government organizations or any Government Undertaking or autonomous body must send their application(s) through proper channel.

- The School will not be responsible for any postal loss or delay.

- All correspondence & intimation shall be carried through the E-mail Id of candidates mentioned in application form or by notifying relevant information on SPA Delhi website. No intermediate enquiry will be entertained. The date of test(s) will be notified on the website and through email of the eligible candidates.

- Merely possessing the requisite qualifications & experience would not entitle a person to be shortlisted/ selected.

- Selection will be made based on performance in Written test/ Interview as applicable for respective post.

- Amendment/ change, if any, shall be notified on the website of SPA, Delhi, therefore, candidates/ applicants are advised to visit School website from time to time in this regard.

- The School reserves the right to:

a) Fix the criteria for screening the applications, if required:
b) Increase/ decrease the number of vacancies:
c) Frame a panel for filling up future vacancies arising during the validity of panel which is valid for one year.
d) Not to fill up any of the advertised positions.
e) Modify/ withdraw/ cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter; and
f) Alter /insert any corrections/ additions in the advertisement/ website in the event of any typographical error, etc. before the last date of receipt of applications. The candidates are advised to visit the School website regularly.

- Age relaxation will be given to the SC/ST/OBC/PWD/Ex-Serviceman persons working under Government organizations/ PSUs/ Autonomous Bodies/ Central/ State Government as per Government of India rules.

- The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates should produce certificate issued from a Competent Authority.

- The candidates who are under creamy layer or not in the Central list of OBC, shall not apply for the post(s) reserved for OBC and if at any stage, it is found that the OBC certificate of any candidate is not valid or not as per the Central List of OBC, his candidature/ appointment shall be terminated with immediate effect.

- The Reservation to EWS candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates should produce EWS certificate issued from a Competent Authority. if at any stage, it is found that the EWS certificate of any candidate is not valid, his candidature/ appointment shall be terminated with immediate effect

- If a candidate is applying for more than one post, then he shall submit separate application for each post along with Application Fee for every application.

- Appearing in the Written Test (s) will be provisional, subject to fulfilling various conditions given in this advertisement. In case an applicant does not meet the minimum eligibility criteria prescribed for the post and appears in the examination, it will be at the applicant's own risk and cost. If it is detected that the candidate who does not fulfill eligibility criteria, his/her candidature will be cancelled without assigning any reason.

- The date for determining the eligibility criteria, upper age limit, etc. shall be reckoned from the last date of submission of application.

Note:

- Applications are to be duly filled in English, neatly, in candidates' own handwriting or typed alongwith affixing candidate's PP size photograph. Incomplete application and application which is not in prescribed format will be rejected.

- No copies of certificates, marks sheets, testimonials etc. are to be attached with the application except fee receipt. The documents will be verified at the time of document verification process.

- Kindly use an additional sheet wherever required.

- No TA/DA will be paid to the outstation candidates who will be called for written test/skill test.

REGISTRAR