



# 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

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## APPOINTMENTS

Applications are invited from Indian Nationals for the following positions on regular basis:-

Sl. No.	Group A POSTS	UR	SC	ST	OBC	EWS	Total
1.	<b>ASSISTANT REGISTRAR</b> Pay Matrix (Level-10) (Rs. 56,100-Rs. 1,77,500) Age - Below 35 years *Post is to be filled up against leave vacancy, likely to continue further or regularised.	01*	-	-	-	-	01
2.	<b>SPORTS OFFICER</b> Pay Matrix (Level-10) (Rs. 56,100-Rs. 1,77,500) Age - Below 35 years	01	-	-	-	-	01
	<b>Total</b>	<b>02</b>	-	-	-	-	<b>02</b>

Sl. No.	Group B POSTS	UR	SC	ST	OBC	EWS	Total
1.	<b>WORKSHOP SUPERINTENDENT</b> Pay Matrix (Level-7) (Rs. 44,900-Rs. 1,42,400) Age - Between 30 & 45 years	01	-	-	-	-	01
2.	<b>TECHNICAL ASSISTANT (MODEL)</b> Pay Matrix (Level-6) (Rs. 35,400-Rs. 1,12,400) Age - Below 35 years	01	-	-	-	-	01
3.	<b>TECHNICAL ASSISTANT (Erstwhile Tech. Asstt. Prog.)</b> Pay Matrix (Level-6) (Rs. 35,400-Rs. 1,12,400) Age - Below 35 years	01	-	-	-	-	01
	<b>Total</b>	<b>03</b>	-	-	-	-	<b>03</b>

Sl. No.	Group C POSTS	UR	SC	ST	OBC	EWS	Total
1.	<b>ESTATE SUPERVISOR</b> Pay Matrix (Level-4) (Rs. 25,500-Rs. 81,100) Age - Below 30 years	01	-	-	-	-	01
2.	<b>JUNIOR LIBRARY &amp; INFORMATION ASSISTANT (Erstwhile Library Assistant)</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 27 years	01	01	-	-	-	02
3.	<b>JUNIOR LIBRARY &amp; INFORMATION ASSISTANT (Erstwhile Library Clerk)</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	-	-	-	01	-	01
4.	<b>DRIVER</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 35 years	01	-	-	-	-	01
5.	<b>PLUMBER</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
6.	<b>ELECTRICIAN</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	02	-	-	01	-	03
7.	<b>MECHANIC</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
8.	<b>CARPENTER</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
9.	<b>JUNIOR TECHNICAL ASSISTANT (Erstwhile Ferro Printing Assistant)</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
	<b>Total</b>	<b>09</b>	<b>01</b>	-	<b>02</b>	-	<b>12*</b>

\* Out of total 12 Positions, one Position is reserved for PwD (HH) candidates for Group C posts, except Driver which is not identified suitable for reservation under PwD Category.

## Abbreviations:

**Note :-UR:** Unreserved, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **OBC:** Other Backward Caste, **EWS:** Economically Weaker Section, **PwD (HH):** Person with Disabilities (Hearing Impaired)

## EDUCATIONAL AND OTHER QUALIFICATIONS

### QUALIFICATIONS FOR THE POST OF ASSISTANT REGISTRAR

#### Essential:

(i) 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 record as laid down by the UGC shall continue to be in force.

**Desirable:** ICWA/LLB/MBA/SAS

### QUALIFICATIONS FOR THE POST OF SPORTS OFFICER

#### Essential:

(i) Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.

(ii) Record of having represented the University/College at the inter-university/inter-collegiate competitions or the State and/or national championships.

(iii) Passed the physical fitness test.

(iv) Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC.

(v) Holders of Ph.D. degree as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D. Degree), Regulations, 2009 and so adopted by the University shall be exempted from NET/SLET/SET.

### 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 a 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.

### 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 Craftmanship 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.

### QUALIFICATIONS FOR THE POST OF TECHNICAL ASSISTANT (ERSTWHILE TECH. ASSTT. PROG.)

#### Essential:

(A) (i) Degree in Engineering or Masters Degree in Science (in Information Technology) or Masters Degree in Computer Application or equivalent Degree from a recognized University/Board.

(ii) Three years experience in a recognized/reputed Institution/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.

### QUALIFICATIONS FOR THE POST OF ESTATE SUPERVISOR

#### Essential:

(i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board and (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.

### QUALIFICATIONS FOR THE POST OF JUNIOR LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY ASSISTANT)

#### Essential:

(i) Sr. Secondary Examination (12th Standard) or 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.

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

#### Essential:

(i) Sr. Secondary Examination (12th Standard) or 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).

#### **QUALIFICATIONS FOR THE POST OF DRIVER**

##### **Essential:**

(i) Senior Secondary Examination (12th Standard) or 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.

#### **QUALIFICATIONS FOR THE POST OF PLUMBER**

##### **Essential:**

(i) Certificate in Plumbing from a recognized Industrial Training Institute or its equivalent qualification.

(ii) Two year experience of Plumbing working in a reputed shop or organization.

#### **QUALIFICATIONS FOR THE POST OF ELECTRICIAN**

##### **Essential:**

(i) Certificate in Electrician from a recognized Industrial Training Institute of National Apprenticeship Certificate or equivalent Qualification.

(ii) Two years experience of Electrician work in a reputed shop or organization.

#### **QUALIFICATIONS FOR THE POST OF MECHANIC**

##### **Essential:**

(i) Certificate in Mechanical Engineering from a recognized Industrial Training Institute of 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.

#### **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.

#### **QUALIFICATIONS FOR THE POST OF JR. TECHNICAL ASSISTANT (ERSTWHILE FERRO PRINTING ASSISTANT)**

##### **Essential:**

(i) Sr. Secondary examination (12th Standard or its 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](http://www.spa.ac.in) along with fee payment receipt. Applications addressed to the **Registrar, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002, must reach within one month of the publications of this advertisement in the Employment News** in a envelop superscribed as "Application for the Post....." by speed post only.

- **Application Fee:** Rs. 1,000/- for General and OBC Category  
Rs. 600/- for SC/ST/PWD/EWS Category/Women

Application fees needs to be paid online through SBI Collect, by logging on SPA Delhi website under online payment (SBI Collect) tab or directly visiting at SBI Collect Website.

- Candidates must ensure that he / she fulfills all eligibility criteria as stipulated in this advertisement and candidates will be called for the written test/Interview 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/Interview. 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/Schedule of Interview.
- 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. 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 interview/test will be notified on the website and through email of the eligible candidates.
- Merely possessing the qualification & requisite experience would not entitle a person to be shortlisted/ selected.
- Selection will be made based on performance in written/skill test/Interview as applicable for post.
- Amendment/ change, if any, shall be notified on the website of SPA, Delhi, therefore candidates/applicants may visit School website 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/PSU/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 not in the Central list of OBC, under creamy layer shall not apply for the post(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the 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.
- Separate application shall be filled up for each post, if applying for more than one post, along with Application Fee for every application.
- **Appearing in the 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 and if it is detected/does not fulfill eligibility criteria, the candidature shall 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.**  
**Last Date of submission of application is within one month of the publication of this advertisement in the Employment News.**

#### **Note :**

- Applications are to be filled in English, neatly, in candidates' own handwriting or typed.
- 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.
- Incomplete application form will be rejected.
- No TA/DA will be paid to the outstation candidates called for written test/skill test.

**REGISTRAR**