School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD,Govt. of India)
Neelbad Road, Bhauri, Bhopal- 462 030(MP)

No.Advt./2015/03   **Dated :17.04.2015**

School of Planning and Architecture, Bhopal was established by the Ministry of Human Resource Development in the year 2008. The Institute has been declared as an Institute of National Importance under SPA Act 2014. The aim of the Institute is to cater the growing demand of Architects and Planners and to promote advance research in this field. The Institute is offering Bachelors and Masters Degree as well as Doctoral and Post Doctoral Programs in Architecture and Planning.

In order to consolidate its research activities, the Institute invites applications from **Indian Nationals** for the following administrative & technical positions. The Institute is looking for dedicated and committed candidates to fill up the following vacancies to work at its campus at Bhauri, Bhopal, 25 Kms from city centre of Bhopal.

RECRUITMENT FOR ADMINISTRATIVE/TECHNICAL POSITIONS

S.N.	Name of Post	Pay Band with AGP/GP	No. of Post/s
1.	Deputy Librarian	₹.15600-39100 with AGP of ₹.8000	UR-01
2.	Assistant Librarian	₹.15600-39100 with AGP of ₹.6000	UR-01
3.	Technical Officer	₹.15600-39100 with GP of ₹.5400	UR-01
4.	System Administrator	₹.15600-39100 with GP of ₹.5400	UR-01
5.	Estate cum Security Officer	₹.9300-34800 with GP of ₹.4800	UR-01
6.	Graphic Designer/ Senior Technical Assistant (Publications)	₹.9300-34800 with GP of ₹.4600	UR-01
7.	Graphic Assistant/ Technical Assistant (Publications)	₹.9300-34800 with GP of ₹.4200	UR-01
8	Workshop Supervisor/ Superintendent	₹.9300-34800 with GP of ₹.4200	UR-01
9	Assistant Sports Officer	₹.9300-34800 with GP of ₹.4200	UR-01
10	Personal Assistant	₹.9300-34800 with GP of ₹.4200	OBC-01
11	Hindi Assistant	₹.5200-20200 with GP of ₹.2800	UR-01
12	Junior Assistant	₹.5200-20200 with GP of ₹.2000	ST-01, UR[PWD-(OH)]-1, UR-02
13	Communication System Operator	₹.5200-20200 with GP of ₹.2000	UR-01

UR: Unreserved, SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, PWD-OH: Persons with Disabilities- Orthopedically Handicapped

For further details of qualifications, experience and how to apply, please visit website www.spabhopal.ac.in/VacantPosition.aspx. **The last date of receipt of the complete application is 19.05.2015 till 1700 hrs.**

                                                              REGISTRAR

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ADMINISTRATIVE/TECHNICAL POSITIONS

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1.	**Deputy Librarian** Pay Scale PB-3 ₹.15600-39100 with Academic Grade Pay of ₹.8000 The Basic Pay of directly recruited Deputy Librarian will be fixed initially at minimum of ₹.**30320** (Pay in the Pay Band ₹.**22320+** AGP of ₹.**8000**) **Age : 50 Years Maximum**	01 **Group 'A'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** (i) A Master's degree in Library Science/Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record. (ii) At least 5 years experience as an Assistant University Librarian / College Librarian in the Pay Scale of ₹.15600-39100 with AGP of ₹.6000 (pre-revised scale of ₹.8000-275-13500) at an University/Reputed College/Institution. (iii)Evidence of innovative library services and organization, Published work and professional commitment, computerization of library. (iv) Desirable: A M.Phil/ Ph.D Degree in Library Science/ Information Science /Documentation /computerization of library.
2.	**Assistant Librarian** Pay Scale PB-3 ₹.15600-39100 with Academic Grade Pay of ₹.6000 The Basic Pay of directly recruited Assistant Librarian will be fixed initially at minimum of ₹.**21600** (Pay in the Pay Band ₹.**15600+** AGP of ₹.**6000**) **Age : 45 Years Maximum**	01 **Group 'A'** **UR**	**ESSENTIAL QUALIFICATION:** 1. A Master Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. 2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 3. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment **ESSENTIAL EXPERIENCE:** At lest 5 years of experience in Library/ computerization of Library in a reputed educational institute, of which 3 years shall be as Senior Library Information Assistant/ Library Information Assistant or equivalent post in the Pay Scale of ₹.9300-34800 with Grade Pay of ₹.4200 or equivalent.

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
3.	**Technical Officer** Pay Scale PB-3 ₹.15600-39100 with Grade Pay of ₹.5400 The Basic Pay of directly recruited Technical Officer will be fixed initially at minimum of ₹.**21000** (Pay in the Pay Band ₹.**15600**+ GP of ₹.**5400**) **Age : 45 Years Maximum**	01 **Group 'A'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** 1. M. Tech or B.E/B.Tech with at least 55% of the Marks in Geo-informatics /GIS (Geographical Information System)/Remote Sensing or specialization in Geo-informatics /GIS (Geographical Information System) / Remote Sensing. 2. At least 2 years of relevant post qualification experience in Laboratory or Research in a Government/ Semi. Government Department /Autonomous Bodies/ reputed recognized University/ institutions/organization/ Multinational Company.
4.	**System Administrator** Pay Scale PB-3 ₹.15600-39100 with Grade Pay of ₹.5400 The Basic Pay of directly recruited System Administrator will be fixed initially at minimum of ₹.**21000** (Pay in the Pay Band ₹.**15600**+ GP of ₹.**5400**) **Age : 45 Years Maximum**	01 **Group 'A'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** 1. **Bachelor of Technology /Bachelor of Engg.** in Computer Science or M. Tech(IT/ Computer Science) / M.Sc (IT/ Computer Science) / MCA with at least 60% of the Marks 2.with at least 02 years of post qualification experience in the area of Networking, Security & System Administration as Computer Lab In-charge/ Graphics Lab in a Government/ Semi. Government/ Department/ Autonomous Bodies / reputed recognized University/ institutions/ Multinational Company.
5.	**Estate cum Security Officer** Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4800 The Basic Pay of directly recruited Estate cum Security Oficer will be fixed initially at minimum of ₹.**18150** (Pay in the Pay Band ₹.**13350** + GP of ₹.**4800**) **Age : 40 Years Maximum**	01 **Group 'B'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** Bachelor Degree/Diploma in Architecture/ Planning/Engineering from a recognized University / Institute With 03 years' experience in Supervising position in Defense Services/ Central paramilitary Forces in Govt. organization / educational / Private organization. **DESIRABLE EXPERIENCE:** Experience in Building Projects/ CPWD works/Campus facilities etc.
6.	**Graphic Designer/ Senior Technical Assistant (Publications)** Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4600 The Basic Pay of directly recruited Graphic Designer/ Senior Technical Assistant (Publications) will be fixed initially at minimum of ₹.**17140** (Pay in the Pay Band ₹.**12540** + GP of ₹.**4600**) **Age : 40 Years Maximum**	01 **Group 'B'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** **1.Bachelor Degree** in **Design or PG Diploma in Design from a University, National Institute or Government recognized Institute** with 01 Year of experience in publishing industry/ research with adequate working knowledge of publishing platforms like Adobe CS/ Corel/ Quark etc. **DESIRABLE EXPERIENCE:** 1. Working knowledge of New Media Publishing platforms

7.	**Graphic Assistant/ Technical Assistant (Publications)** Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200 The Basic Pay of directly recruited Graphic Assistant/ Technical Assistant (Publications) will be fixed initially at minimum of ₹.**13500** (Pay in the Pay Band ₹.**9300** + GP of ₹.**4200**) **Age : 40 Years Maximum**	**01 Group 'B'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** **1.Diploma** in **Design from a University or National Institute** with 02 Years of experience in publishing industry/ research with adequate working knowledge of publishing platforms like Adobe CS/ Corel/ Quark etc. **DESIRABLE EXPERIENCE:** 1. Working knowledge of New Media Publishing platforms
8.	**Workshop Supervisor/ Superintendent** Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200 The Basic Pay of directly recruited Workshop Supervisor/ Supdt. will be fixed initially at minimum of ₹.**13500** (Pay in the Pay Band ₹.**9300** + GP of ₹.**4200**) **Age : 40 Years Maximum**	**01 Group 'B'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** 1. **Bachelor Degree** in **Civil or Mechanical / Design or PG Diploma in Industrial Design.** 2. Experience of handling Workshop and demonstration for minimum 02 years at University level institutions.
9.	**Assistant Sports Officer** Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200 The Basic Pay of directly recruited Assistant Sports Officer will be fixed initially at minimum of ₹.**13500** (Pay in the Pay Band ₹.**9300** + GP of ₹.**4200**) **Age :40 Years Maximum**	**01 Group 'B'** **UR**	**ESSENTIAL QUALIFICATION:** 1. **Master Degree** in **Physical Education** or in **Sports Science** with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistency of good academic record; Record of having represented the University/ College at the inter-University/ Inter- Collegiate competitions or State and/or National Championships; Qualifying in the National-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. **ESSENTIAL EXPERIENCE:** 1. **02 years post qualification experience** in the field of Physical Education/Sports activities at a University Level Institution.
10.	**Personal Assistant** Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200 The Basic Pay of directly recruited Personal Asstt. will be fixed initially at minimum of ₹.**13500** (Pay in the Pay Band ₹.**9300** + GP of ₹.**4200**) **Age : 40 Years Maximum**	**01 Group 'B'** **OBC**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** 1. Bachelor Degree in any discipline and Diploma in Stenography & Secretarial Practice from a reputed Institute with a speed of 100/30 wpm in English Shorthand /typing. 2. At least 03 years of experience of computer's office applications.

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
11.	**Hindi Assistant** Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2800 The Basic Pay of directly recruited Hindi Assistant will be fixed initially at minimum of ₹. **11360** (Pay in the Pay Band ₹.**8560** + GP of ₹. **2800**) **Age :40 Years Maximum**	**01** **Group 'C'** **UR**	**ESSENTIAL QUALIFICATION & EXPERIENCE:** 1. Master or Bachelor Degree from a recognized University with Hindi as one of the subject 2. **02 years experience** in Hindi Typing speed (25 w.p.m.). Translation from Hindi to English or English to Hindi/Hindi drafting work in Central/ State/ Autonomous bodies/ reputed private institutions or Universities. Candidate should produce experience certificate in any one of the above areas, at the time of applying.
12.	**Junior Assistant** Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2000 The Basic Pay of directly recruited Junior Assistant will be fixed initially at minimum of ₹.8460 (Pay in the Pay Band ₹.6460 + GP of ₹.2000) **Age : 40 Years Maximum**	**04** **Group 'C'** **ST-01** **UR-[PWD-(PH)]-01** **UR-02**	**ESSENTIAL QUALIFICATION:** 1. Bachelor Degree in any disciplines with knowledge of operating computers. **DESIRABLE EXPERIENCE:** 1. Experience in handling office papers of Stores/Purchase/Audit/ accounts/ Finance/ Administration/ Admission/ Academic/Examination & record maintenance in a Government/ Semi. Government/ Department / Autonomous Bodies/ reputed recognized University/ institutions. 2. Ability to draft routine letters independently
13.	**Communication System Operator** Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2000 The Basic Pay of directly recruited Communication System Operator will be fixed initially at minimum of ₹.8460 (Pay in the Pay Band ₹.6460 + GP of ₹.2000) **Age : 40 Years Maximum**	**01** **Group 'C'** **UR**	**ESSENTIAL QUALIFICATION** 1. Graduate Degree from recognized University with good academic record. **ESSENTIAL EXPERIENCE:** 1. At least **(01) One years post qualification** experience for handling EPBX/Communication Equipments/ Internet-servers in Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution. **Desirable Qualification:** Computer Diploma/ Certificate from any reputed recognized University/Institution and experience of handling internet & video-conferencing.

GENERAL INFORMATION/ DETAILS ABOUT POSTS ADVERTISED

1. The prescribed Essential Qualifications/Experience indicated are bare Minimum and mere possession of same will not entitle the candidates to be short-listed or called for interview. The institute reserves the right to short-list limited candidates amongst the eligible candidates in case large number of applications is received by the Institute.

2. Relaxation in age will be provided as per Govt. of India norms.

3. The candidates who have applied for the post of Assistant Librarian vide Advt No.01/2013 dated 23.01.2013), Graphic Designer/ Senior Technical Assistant (Publications), Graphic Assistant/ Technical Assistant (Publications), Assistant Sports Officer, Hindi Assistant. Communication Operator vide Advt No.Rect./01/2014 dated 05.01.2014 need to apply afresh by filling and submitting application form but need not to send the application fees as they have already paid

4. The school reserves the right to increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for interviews and to accept or reject any application at any stage without assigning any reason.

5. Persons serving in Govt./Semi Govt./PSUs/ Govt. Funded Institutions/University/Private University/Autonomous Bodies should send their application either THROUGH PROPER CHANNEL or should furnish a "NO OBJECTION CERTIFICATE "at the time of Written test/skill test/ interview. Applicants should, however, e-mail scan & signed copy of application form in advance to email id admin@spabhopal.ac.in

6. Application incomplete in any respect and not accompanied by relevant certificate/documents/photograph/DD will be summarily rejected. Self Attested copies of certificates, marks sheets, testimonials etc. are to be attached with the application. Please use a separate sheet wherever required. Candidates are requested to use the soft copy of the appropriate application form.

7. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.

8. Outstation candidates called for interview and/or written examination will be paid TA as per the norms of the institute.

9. All Positions are for dedicated and committed candidates to work at the Institute permanent campus near Gram Bhauri, Bhopal.

10. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.

11. The school will not be responsible for any postal loss or delay in receipt of applications and the applications would not be received after the last date and returned.

12. The original documents will be verified at the time of written/ interview. If the candidate fails to produce the original documents at the time of verification, he/she will not be able to attend the written test /skill test/ interview and no TA will be paid to him/her.

13. Please ensure that you have written the option (Yes/No) regarding RTI Provisions in the application form.

HOW TO APPLY

Interested candidates may download application form from our website www.spabhopal.ac.in/VacantPosition.aspx and send duly filled application in the prescribed format, super-scribing the name of the post applied for, along with a **Non refundable fee** of :

₹.500 (For General & OBC) – For Group 'A' Positions (Serial No.1-4)
₹.300 (For General & OBC) – For Group 'B' & 'C' Positions (Serial No.5 -13)

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by Demand Draft from any Nationalized Bank favoring **Director, SPA Bhopal** payable at Bhopal. Last date of submission of application is **19. 05.2015 by 05.00 PM**.

SC/ST/ PWD (Persons with Disabilities) and Women candidates are not required to submit the application fee.

The complete application along with recent passport-size photograph and copies of relevant certificates and other testimonials in support of age, qualification, caste & experience etc. **should be sent in a closed cover super scribing.**

Administrative/ Technical post Serial No.[ ] & Post Applied For "_____"

To
  Registrar
  (Attention to: Recruitment Cell)
  School of Planning and Architecture, Bhopal
  Neelbad Road, Bhauri
  Bhopal – 462030 (INDIA) MP

So as to reach on or before by 19.05.2015 5:00 PM

Registrar