



School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD, Govt. of India)
Neelbad Road, Bhauri, Bhopal – 462030 (M.P) INDIA

Ph. 0755-2526800, 2526803

No.SPAB/RGO/Advt./2019-20/14

Date: 23.10.2019

Recruitment of Non – Academic positions

Applications are invited for the posts of Registrar & System Administrator. Last date of submission of application is 11th November, 2019 time 05:00 pm. Eligibility criteria and other details are available on Institute website spabhopal.ac.in

Registrar



School of Planning and Architecture, Bhopal

(An Autonomous Institution of MHRD, Govt. of INDIA)
Neelbad Road, Bhauri, Bhopal- 462 030(MP) INDIA

SPAB/RGO/Advt./2019-20/14

Dated : 23 October, 2019

Applications are invited from Indian Nationals for the following non- teaching positions. The Institute is looking for dedicated and committed candidates to fill up the following vacancies to work at its campus at Bhauri, Bhopal.

RECRUITMENT OF NON-ACADEMIC POSITIONS

SN	Name of Post	Pay Scale	No. of Post/s
1	Registrar (5 Year Tenure Post)	₹. 37400-67000 with GP of ₹.10000 (6th CPC Pre-Revised Scale) Level – 14 (As per 7th CPC)	UR-01
3	System Administrator	₹. 15600-39100 with GP of ₹.5400 (6th CPC Pre-Revised Scale) Level – 10 (As per 7th CPC)	UR-01

For all above posts Pay Band/ Grade Pay are as per 6th CPC, and has been revised as per 7th CPC orders issued and also those which may be issued subsequent to this advertisement will be binding on the selected candidates.

For further details of qualifications, experience and how to apply, please visit website spabhopal.ac.in

REGISTRAR

IMPORTANT DATES

Date of publication of Advertisement	23 rd October, 2019
Online submission of application starts date and time	24 th October, 2019
Closing date and time of online submission of applications	11 th November, 2019
Last date of receive applications (Hard Copy)	18 th November, 2019



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NON-ACADEMIC POSITIONS

1.	<p>Registrar</p> <p>(5 Year Tenure Post)</p> <p>₹. 37400-67000 with GP of ₹.10000 (6th CPC Pre-Revised Scale)</p> <p>Level -14 (₹. 144200 – 218200) As per 7th CPC</p> <p>Age : 55 Years Maximum</p> <p><i>* Pay Band/ Scale & Grade Pay are as per 6th CPC, and will be revised as per 7th CPC orders issued earlier and also those issued subsequent to this advertisement will be binding on the selected candidates.</i></p>	<p>01 Group 'A'</p> <p>UR</p>	<p>ESSENTIAL QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Master Degree with at least 55% of the Marks in any discipline or its equivalent grade of 'B' in the UGC 7 point scale. <p>ESSENTIAL EXPERIENCE:</p> <ol style="list-style-type: none"> 1. At least 15 years of experience as Assistant Professor in the AGP of ₹.7000 and above or with 8 years of service in the AGP of ₹.8000 and above or equivalent including as Associate Professor along with experience in educational administration. OR 2. Comparable experience in research establishment and/or other institution of higher education. OR 3. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar on an equivalent post. <p>DESIRABLE:</p> <ol style="list-style-type: none"> 1. Qualification in area of Architecture/Planning/ Engineering / Design.
2.	<p>System Administrator</p> <p>₹. 15600-39100 with GP of ₹.5400 (6th CPC Pre-Revised Scale)</p> <p>Level -10 (Rs. 56100 – 177500) As per 7th CPC</p> <p>Age : 45 Years Maximum</p> <p><i>* Pay Band/ Scale & Grade Pay are as per 6th CPC, and will be revised as per 7th CPC orders issued earlier and also those issued subsequent to this advertisement will be binding on the selected candidates.</i></p>	<p>01 Group 'A'</p> <p>UR</p>	<p><u>RR AS per Post Advertise in April -2015</u></p> <p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <ol style="list-style-type: none"> 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.

GENERAL INFORMATION/ DETAILS ABOUT POSTS ADVERTISED

1. All the above posts are as per the Central Government pay scale allowances and other benefits.
2. **The school reserves the right 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.**
3. 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 will be returned.
4. The qualification prescribed should have been obtained from recognized Universities/ Institution.
5. Persons serving in Govt./Semi Govt./PSUs/University/ should send their application **THROUGH PROPER CHANNEL** via speed post/Registered post/ or in person only. Applications sent through courier will not be accepted. The Institute shall not be responsible for any postal delay.
6. 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 written test / interview. The candidate with higher qualification and relevant experience of longer duration in required field as mentioned in the respective post may be given preference. The institute reserves the right to short-list limited candidates amongst the eligible candidates as per the essential/desirable/ qualification and relevant experience of years.
7. Where number of applications received in response to an advertisement is large, it may not be possible for the institute to call all the candidates for written test/ skill test/ interview. The institute may restrict the number of candidates to a reasonable number to be called for written test /skill test/ interview on the basis of higher qualifications and relevant experience of years higher than that of the minimum prescribed in the advertisement.
8. Outstation candidates called for interview will be paid TA as per the norms of the institute.
9. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
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. Application incomplete in any respect and not accompanied by relevant certificate/documents/photograph/ will be summarily rejected. Self Attested copies of certificates, marks sheets, testimonials etc. are to be attached with the application.
12. The original documents will be verified at the time of 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.

HOW TO APPLY:

Application fee will be payable through **SBI e-pay payment gateway through the institute's website.**

<p>₹.3000 (For General & OBC) & ₹.1500 (For SC/ST/ PWD (Persons with Disabilities) and Women candidates) – For the post of Registrar and System Administrator.</p>

The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through ON-LINE mode only. However the hard copy of the application has to be submitted to the Institute. The On-line submission of application is made available on SPA, Bhopal official website i.e. **<http://recruitmentportal.spab.ac.in>**. Instructions for filling and the link for submission of online applications will be activated from **24.10.2019**, time **09:00** am and the last date of online submission of applications will be **11.11.2019**, time **5:00** pm.

For any query regarding online submission process, mail to recruitment@spabhopal.ac.in

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 superscribing Application for the post Serial No.[] of “_____”**

To

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

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