No. SPAB/RECT./2023-24/588                                                        23.01.2024

# सूचना/NOTICE

**Sub: Selection criteria for the post of Personal Assistant**

**Ref.: Recruitment notification number SPAB/RGO/Advt./2023/18 dated 02.04.2023**

**Post – Personal Assistant**
**No. of Post – 01 (UR)**
**Date of Skill Test & Written test: 24.01.2024**

The applicants invited to appear in skill test and written test for the post of Personal Assistant scheduled to be held on 24.01.2024 may note the following criteria/guidelines/instructions to be followed by the institute for selection of the candidates on the post:

1. Question paper for the written test will be prepared by a committee duly constituted, on the day of exam by picking random questions from the five sets of question papers received from the experts. This process of preparing question paper will be done in presence of the selection committee constituted as per Statutes of School of Planning and Architecture.

2. Skill test will be conducted by a separate committee duly constituted by the competent authority.

3. The qualifying marks for skill test and written test would be 50% respectively.

4. The candidates have to undergo document verification before the skill test on 24.01.2024. The Reporting Time for candidates is 09:00 AM on 24.01.2024. If the candidate fails to produce the required original documents during document verification, he/she will not be allowed to appear in skill test and written test.

5. The final selection to the post of Personal Assistant will be made based on the combined score of skill test & written test. The candidate should score a minimum of 50% marks both in the skill test and written test to be considered in the final combined merit.

6. In case of a tie on top position; a separate written test will be conducted at a later stage for those candidates for final selection. The notification to this effect will be put on institute website and will be communicated to such candidates through email.

7. The mode of skill test & written test will be English only.

REGISTRAR