



School of Planning and Architecture, Bhopal

(An Institute of National Importance, Ministry of Education, Govt. of India)
Neelbad Road, Bhauri, Bhopal- 462 030 (MP) INDIA

No. SPAB/RGO/Advt./2024/29

Dated :

13.06.2024

CORRIGENDUM

Reference: Recruitment Advertisement No. SPAB/RGO/Advt./2023/18 dated 02.04.2023 for non-teaching post of Jr. Superintendent / MSA.

As approved by the Board of Governors, the eligibility criteria and general terms & conditions for the post of Jr. Superintendent / MSA is being amended as detailed below:

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1	Junior Superintendent / Multi Skill Assistant Rs. 35400/- Pay Level-6 in the Pay Matrix (7 th CPC) GP- Rs. 4200/- (6 th CPC) Age : 40 Years Maximum	02 Group 'B' (UR-1, OBC-NCL-1)	ESSENTIAL QUALIFICATION & EXPERIENCE: Master's Degree in any discipline with good academic record & knowledge of computer application viz. Word processing, spread sheet. At least 3 years of experience in the revised Pay Scale PB-1 (Rs.5200-20200 + GP Rs.2000) (Pay Level -03 as per 7 th CPC) or equivalent in the field of Recruitment/Establishment/ Estate Management/ Academic Resource Management /Administration/ Academics Examination in a Government/ Semi. Government/ Department /Institutional Autonomous Bodies/ reputed recognized University/ institutions. DESIRABLE: Experience in handling Audit, Accounts, Legal matters, RTI, grievances etc. Experience in managing offices of institute authorities.

Note:

- 1. In view of the revision in the essential qualification, the screening committee report (list of Provisionally Shortlisted / Not Shortlisted) published on institute website dated 30.10.2023 against recruitment advertisement no. SPAB/RGO/Advt./2023/18 dated 02.04.2023 for the post of Junior Superintendent / MSA is withdrawn. Revised screening report shall be published based on the above amended criteria.***
- 2. Applicants (Provisionally Shortlisted / Not Shortlisted) as per the list published on institute website dated 30.10.2023 for the post of Junior Superintendent / MSA are required to apply again and submit fresh online application and hard copy of application. However, they are not required to pay application fees again. They must enclose proof of earlier payment made (SBI Collect Receipt) along with hard copy of application form for application fees waiver.***

GENERAL INFORMATION/ TERMS & CONDITIONS / DETAILS ABOUT CORRIGENDUM
ADVERTISEMENT FOR THE ABOVE NON TEACHING POST

1. The applicants, who could not apply in the earlier advertisement (No. SPAB/RGO/Advt./2023/18 dated 02.04.2023), may also apply through online mode.
2. Applications are invited in online mode and application forms must be filled out online on the portal <https://spabhopalnt.samarth.edu.in/>.
3. The terms & conditions mentioned in this corrigendum will be strictly followed for short listing of candidates for further recruitment process. If any of the candidates do not fulfill the eligibility criteria and terms & conditions mentioned in this corrigendum and have applied earlier against recruitment advertisement no. SPAB/RGO/Advt./2023/18 dated 02.04.2023 for the post of Junior Superintendent / MSA, can withdraw his/her candidature. Such candidates may furnish his name, account number, IFSC & bank branch to ntsrecruitment@spabhopal.ac.in for refund of application fee paid against previous advertisement.
4. It is mandatory to fill the online application form through online portal, take the printout of filled application form and submit the hard copy of filled application form along with self certified copy of supporting documents through **SPEED POST ONLY** within stipulated date. Institute will not be responsible for any postal delay.
5. All non-teaching positions at SPA Bhopal are for dedicated and committed candidates to work at the Institute's permanent campus near Bhauri, Bhopal.
6. The posts carry allowances which at present correspond to those admissible to Central Government employees stationed at Bhopal. The benefits of LTC, Children Education Allowance, and contribution towards New Pension Scheme (NPS) shall be permissible as per GoI rules.
7. Persons serving in Govt./Semi Govt./PSUs/ Govt. Funded Institutions/University/ Autonomous Bodies should process their application THROUGH PROPER CHANNEL and submit NOC with Vigilance Clearance from their present employer. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' with vigilance clearance from their present employer at the time of document verification mandatorily. However, they should submit an undertaking with their application that NOC would be submitted at the time of document verification. If the application is not forwarded through proper channel along with vigilance clearance and/or the candidate does not produce No Objection Certificate at the time of document verification, the candidature will not be considered.
8. Candidature of applicant shall be subject to verification of caste certificate/academic qualifications, experience, medical fitness followed by police verification, other testimonials at any subsequent stage. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, appointment may be cancelled. Concealing any information or submitting false information may lead to cancellation of candidature at any stage of recruitment.
9. The qualification prescribed should have been obtained from recognized Universities / Institution.
10. Persons serving / employed in SPA Bhopal on ad-hoc/temporary/contractual/outsourced basis shall be granted one time age relaxation over and above the age limit prescribed for the above post for the number of years of service put in by the employee subject to maximum of 10 years. This age relaxation is applicable subject to fulfilling prescribed educational qualification advertised for the post.
11. No joining time pay or travelling allowance will be allowed on joining the post or on leaving the service of SPA Bhopal. However, the Institute may admit the claim for reimbursement of TA for self in case of Joining the Institute on Deputation/ Technical resignation/ Permanent absorption etc. from Central/ State Govt. or Autonomous Organisations / Govt. Organizations, in eligible cases only.
12. Applicants, who have submitted experience certificates from PSU / Autonomous bodies having different pay scales, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.

13. For determining equivalence of Pay in respect of candidates employed in State Government / PSUs /Autonomous Bodies / Private Organizations where relevant Central Government Pay scales are not applicable, the gross salary of the candidate should not be less than Basic Pay plus Dearness Allowance of the 7th CPC Pay Level in which the experience is required as per the advertisement. The minimum monthly gross salary should not be less than Rs. 30,000/- as on the closing date of online application.
14. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph/fee receipt will be summarily rejected.
15. No TA/DA will be paid for attending Written Test / Skill Test.
16. Reservation will be followed as per Govt. of India norms on submission of valid Caste Certificate/PH certificate in the format as prescribed by the Govt. of India. Failure of submission of information/ documents etc. may lead to cancellation of candidature at this stage & beyond too.
17. Age relaxation will be followed as per Government of India norms. Candidates claiming age relaxation should submit their self-attested copy of relevant valid category certificate issued by competent authority as per Government of India norms along with the application form, in support of their claim.
18. The SC/ST/OBC candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.
19. The date for determining the age-limit shall be the last date for online submission of applications from the candidates.
20. Candidates belonging to OBC (NCL) category should submit proper caste certificate as per the proforma of Govt. of India (which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time). The certificate should at least have been issued in the current or preceding Financial Year. The applications with invalid OBC-NCL certificates will be summarily rejected and no further correspondences shall be entertained in this regard.
21. Candidates belonging to OBC category but coming in creamy layer will not be entitled to the benefits of reservation and should apply under UR category.
22. Vacancies of PwD quota are horizontal and included in the total no. of vacancies. Therefore, there will be no separate Recruitment against PwD Quota and it will be conducted simultaneously and appointed against UR / OBC-NCL category, as the case may be, to which the candidate belongs.
23. The prescribed essential qualifications / experience indicated in the advertisement are bare minimum and mere possession of the same will not entitle the candidate to be shortlisted for interview. The candidate with higher qualification and relevant experience of longer duration in required field shall be given preference.
24. Only Shortlisted candidates would be called for written test/skill test/interview. They shall report at SPA Bhopal, Bhauri campus along with original testimonials. The original documents/NOC (if not applied through proper channel) will be verified at the time of document verification, failing which the candidate will not be allowed to attend the written test/skill test/interview.
25. The Institute reserves the right to shortlist limited candidates from among the eligible candidates as per the advertised criteria, increase or decrease the number of posts, postpone/reschedule/cancel the whole procedure of recruitment, to shortlist candidates for written test/skill Test/interview and to accept or reject any application at any stage without assigning any reason there for. Fulfillment of essential qualifications itself does not entitle a candidate to be called for written test/skill Test/interview etc.
26. Selected candidate will be required to reside in the Institute's permanent campus. The accommodation will be provided as per entitlement in lieu of HRA, subject to availability. If the selected candidate decides to stay outside the campus by his personal choice, no HRA shall be admissible.

27. As per requirement, the selected candidate may be posted at any department/ Section/ Location of this Institute with the approval of the competent authority.
28. No correspondence will be entertained from candidates regarding postal delays, conduct & result of written test/skill Test/interview or reasons for not being called for written test/skill Test/interview.
29. In case of any dispute, any suit or legal proceeding by or against the Institute, courts within whose local jurisdiction the Institute is situated shall be referred to.
30. Updates/ modifications/ amendments in the advertisement and results would be communicated through Institute website only. Issuance of the same in the newspapers is not obligatory on the part of the Institute.
31. List of shortlisted candidates to be called for Written test/Skill test/Interview will be displayed on institute website. Candidates will also be informed through email / online portal.
32. Applicants are advised to fill their correct and active e-mail address in the online application, as all correspondences will be made by the Institute through e-mail only.
33. Candidates are advised to visit the institute website regularly for updates. Any information w.r.t. short listing/date of written test/skill test/interview shall be sent to the primary email id provided by the applicant. It is also suggested to check spam folder of your email id. Institute shall not be responsible if the email is undeliverable / unread by the applicant and if wrong/invalid email id is provided by the applicant.
34. All details furnished in the online application will be treated as final and no changes shall be entertained later. Applicant will be solely responsible for the entries made in the online application form.
35. Experience and age limit will be reckoned as on last date of online submission of online application form.
36. Certificate(s) in support of experience(s) should be in proper format. It should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties performed, pay level (preferably as per 7th CPC), name, designation and signature of the Administrative Authority/ Owner of the organization along with seal.
37. 'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final. The applications with irrelevant experience will be summarily rejected.
38. Applicants are required to attach a duly signed list of enclosures with the application form and send it with the hard copy of application.
39. SPA Bhopal will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the declaration of final results. Thereafter, no queries on the subject shall be entertained.
40. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter during/after the selection procedures.
41. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
42. The mode of written test / skill test will be ENGLISH only.
43. Candidates applying for above non-teaching positions against this advertisement need to agree to the above mentioned terms and conditions before applying for vacancies at this Institute.

IMPORTANT DATES

Date of publication of Corrigendum on print media	13.06.2024
Date of publication of Detailed Corrigendum on Institute website	14.06.2024
Online submission of application starts date	14.06.2024 (10:00 AM)
Closing date and time of online submission of applications	27.06.2024 (05:00 PM)
Last date of receipt of applications at SPA, Bhopal (Hard Copy)	08.07.2024 (05:00 PM)

How to Apply:

Application Process :-

The aspiring applicants satisfying the eligibility criteria in all respect can submit their application online through Samarth Portal only (<https://spabhopalnt.samarth.edu.in/>). The link for submission of online applications will be activated from **14.06.2024, time 10:00 AM** and the last date of online submission of applications will be **27.06.2024, time 05:00 PM**.

Application fee will be payable through SBI – I collect online procedure only. The candidates are required to pay application fees through SBI Collect Portal before filling the online application form. (SB Collect Reference Number and date of payment will be required in online application form).

Category	Application fee (NON-REFUNDABLE)
General, OBC and EWS	300/-
SC / ST / PWD / Women candidates are exempted from payment of application fees.	

Application fees once paid will not be refunded in any circumstances.

Candidates are advised to keep a copy of the print-out of the online application form and receipt of payment for their record. For any query regarding online submission process, mail to ntsrecruitment@spabhopal.ac.in

Applicants are required to send print out of the duly filled online application form along with self-attested documents addressed to below mentioned address **only through Speed Post** on or before **08.07.2024 (05:00 PM)**. Applications should not be sent through courier service. The school will not be responsible for any postal loss or delay in receipt of applications and the applications received after the last date, will not be considered for recruitment process and no communication will be entertained by the Institute in this regard.

To
The Assistant Registrar,
(Attention to: Recruitment Section),
School of Planning and Architecture, Bhopal
(An Institute of National Importance, Ministry of Education, Govt. of India)
Neelbad Road, Bhauri
Bhopal – 462030 (India) MP
Phone 0755-2526800

REGISTRAR

OBC (NON-CREAMY LAYER) CERTIFICATE

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri / Smt. / Kum.*.....
son/daughter* of Shri..... of Village/Town
..... District..... in

State belongs to..... community which is recognized as Backward Class under : (indicate the Sub Caste above)

- 1) Resolution No.12011/68/93-BCC@dated 10th September 1993, published in the Gazette of India - Extraordinary-part 1, Section 1, No.186, dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC, dated 19th October 1994, published in the Gazette of India - Extraordinary-part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May 1995, published in the Gazette of India - Extraordinary-part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in the Gazette of India - Extraordinary-part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th April 2000.

Shri/Smt./Kum*_____and/or his/her family ordinarily reside(s) in the_____ District of the_____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt (SCT), dated 8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No. 36033/3/2004-Estt. (Res) dated 09.03.2004.

Place:

Date:

Signature of Issuing Authority with seal of office

***Strike out whichever is not applicable**

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950.

(b) The Authorities competent to issue caste certificates are indicated below :

- (i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st class StipendiaryMagistrate). (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate
- (iii) Revenue officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.

Scheme and syllabus for the post of Junior Superintendent / MSA

Part I	% of marks
Part A- Numerical and Mathematical Ability	5
Part B- General Aptitude and Logical Reasoning	5
Part C- General Awareness and Current Affairs	5
Part D- General English	5
Part II	
#Domain Knowledge / Field related questions	50
Part III	
Skill Test (to assess computer knowledge)	30
Total Marks	100

1. Total duration of exam will be 120 minutes (Written: 80 minutes, Skill: 40 minutes).
2. Written Test (**Part-I & Part-II**) of 70 marks will be objective type with MCQ without negative marking for all shortlisted candidates.
3. Skill Test (**Part – III**) will be separately conducted ONLY for the candidates who qualify in the Written Test.

Syllabus for Part – I

<u>Numerical and Mathematical Ability</u> Arithmetic - up to 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation etc.
<u>General Aptitude and Logical Reasoning</u> Number series, Letter series, Coding decoding, Direction sense, Blood relations, Mathematical reasoning, Statements and Conclusions, Logical Reasoning etc.
<u>General Awareness and Current Affairs</u> Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution etc.
<u>General English</u> Comprehension, Grammar, Sentence correction, One words, Antonyms, Synonyms, Idioms and Phrases, Clauses, Articles, Prepositions etc.

Syllabus for Part – II

Fundamental Rules, Supplementary Rules, Pay, TA Rules, LTC Rules, Medical Attendance Rule, CGHS, CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965, GFR2017, Procurement of Goods & Services, General System of Financial Management, Income Tax, PFMS, Office Procedure, Record Management, Public Administration, File Maintenance, Record keeping, Rajbhasha, CCS (Pension) Rules, NPS, Constitution of India; RTI Act, 2005, Knowledge of SPA Act and their Statutes, National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Functions of Board of Governors, Finance Committee, Building and Works Committee, Senate, Procedures of Academic Governance, matters related to academic and Student affairs, examination, admissions, assessment, evaluation.

Scheme for Part – III (Skill Test)

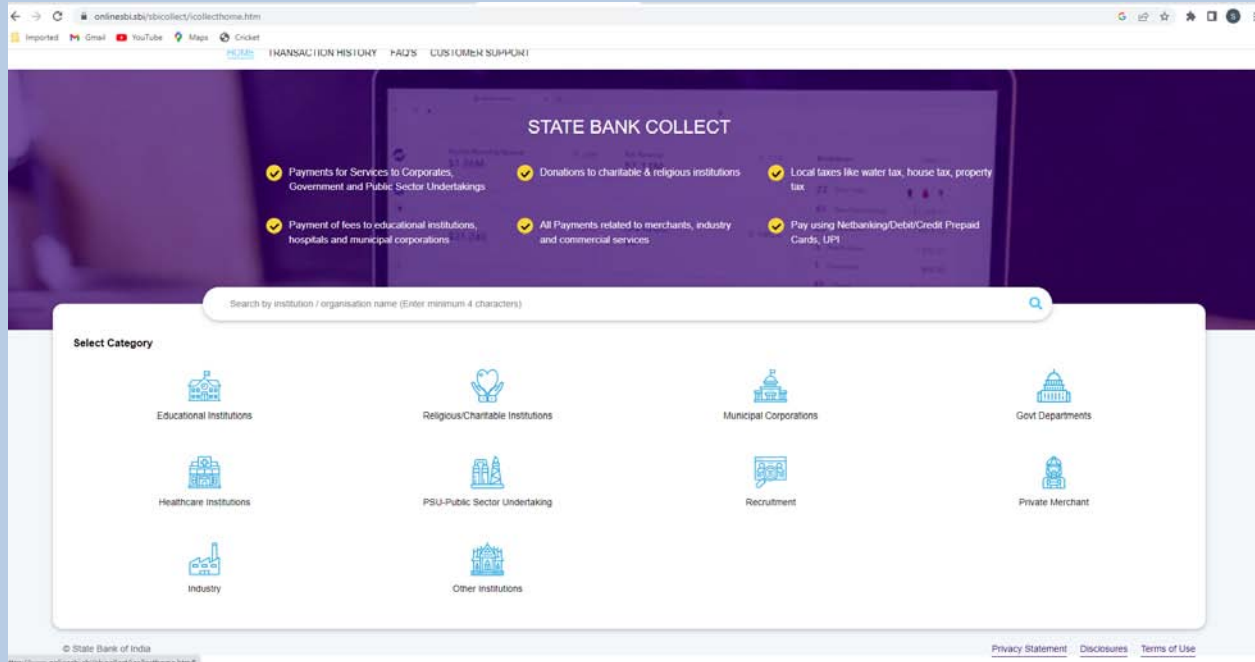
Noting /Drafting /Letter /E-mail Communication using MS-Office, Excel, PowerPoint. The skill test shall include knowledge of government of India rules, knowledge of procurement, administrative and financial rules, comparative statements, bids and GeM.

STEP - 1

Open SBI I Collect home page to make the application fee payment (if Applicable)

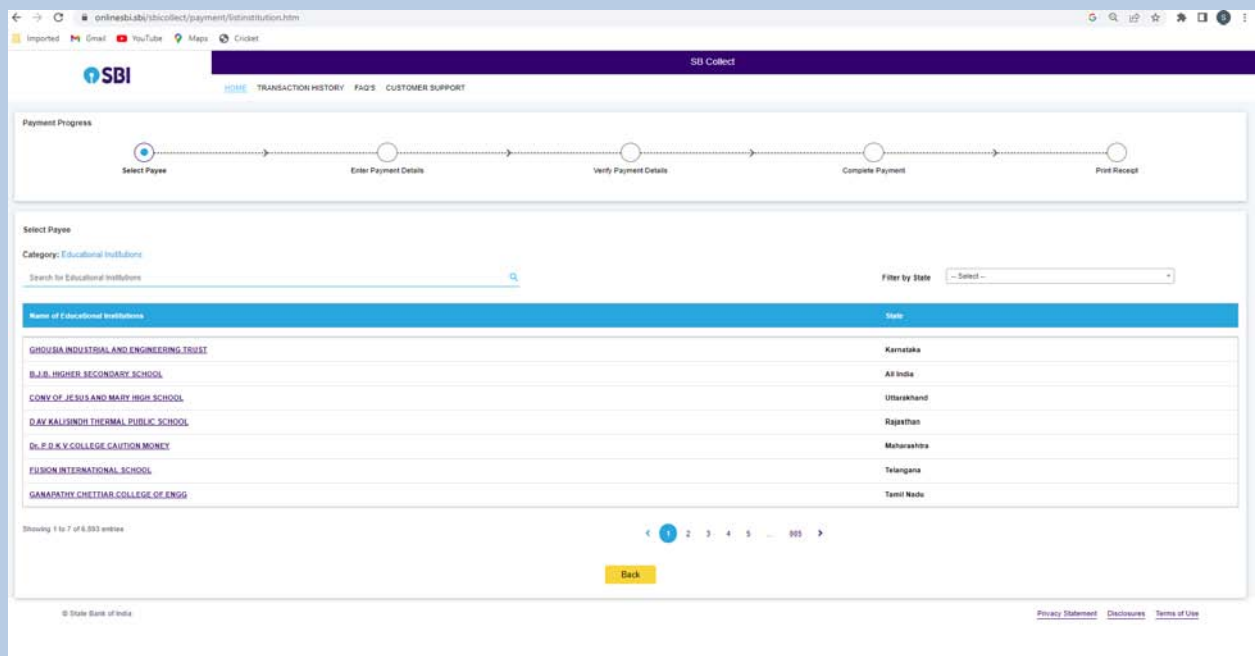
Open link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

And Select Educational Institutions Category



STEP - 2

Filter by State : Go for Madhya Pradesh



STEP - 3

After Selecting State “Madhya Pradesh” search for “School of plan”. Institute name will appear as shown below, if not try again.

The screenshot shows the SBI Collect website interface. At the top, there's a navigation bar with 'HOME', 'TRANSACTION HISTORY', 'FAQ'S', and 'CUSTOMER SUPPORT'. Below this, a 'Payment Progress' bar shows five steps: 'Select Payee' (active), 'Enter Payment Details', 'Verify Payment Details', 'Complete Payment', and 'Print Receipt'. The 'Select Payee' section includes a search bar with 'school of plan' entered, a filter dropdown set to 'Madhya Pradesh', and a table of results. The table has two columns: 'Name of Educational Institutions' and 'State'. The first entry is 'SCHOOL OF PLANING AND ARCHITECHTURE' in Madhya Pradesh. A 'Back' button is at the bottom.

STEP - 4

Select from Payment Category “Recruitment of Non-Teaching Positions” and proceed for payment filling the necessary details

The screenshot shows the SBI Collect website interface at the 'Enter Payment Details' step. The 'Payment Progress' bar now shows 'Select Payee' as completed (with a green checkmark) and 'Enter Payment Details' as the current step. Below the progress bar, the school's name 'SCHOOL OF PLANING AND ARCHITECHTURE' and address 'SCHOOL OF PLANNING AND ARCHITECTURE, NEELBAD ROAD, BHABRI BHOPAL 462030, BHOPAL-462030' are displayed. The 'Enter Payment Details' section has a 'Payment Category' dropdown menu open, showing options like 'RECRUITMENT FOR NON TEACHING POSITIONS' (selected), 'P G REGISTRATION (NEW ADMISSION-ODD SEMESTER)', 'P H D REGISTRATION A.Y. 2024-25', and 'OTHER PURPOSE CHARGES'. A 'Back' button is also visible.

Save the acknowledgment receipt after making payment and attach the same along with hard copy of application form.

-----Thank You-----