

# School of Planning and Architecture, Bhopal

## NOTICE

### Call for Project Assistant and Project Intern (On Contract basis)

Project: Preparation of Comprehensive Master Planning, Landscape, and Architectural Services for IISER Bhopal

Applications are invited in the prescribed format from the eligible and interested candidate for engagement as 'Project Assistant (on Contract basis)' under the project 'Preparation of Detailed Development Drawings for Landscape Development of New Academic Block'.

#### I). Requirement: Project Assistant (on Contract basis) (01 Nos.)

**Period of Contract:** 6 months (extendable, in case of need/requirement)

**Emoluments:** ₹35,000 (Consolidated) per month

**Experience (desirable):** Minimum 01 year of experience in execution of Landscape design/urban design/ architectural development work in the reputed organization

#### **Eligibility Qualifications / Requirements**

*Education:* Master's in Landscape /Urban Design/Sustainable/ Architecture

*Required Skills:* Planning and coordination with vendors, BOQ preparation, Detailed design development & development work. The candidate will have to be physically present on site to handle site overseeing and execution.

#### II). Requirement: Project Intern (On Contract): Project Assistant (01 Nos.)

**Period of Contract:** 2 months (extendable, in case of need/requirement)

**Emoluments:** ₹25,000

**Experience (desirable):** Atleast 6 months experience in an office, with proficiency in Auto cad, sketchup, and 3D rendering software, photoshop etc.

#### **Eligibility Qualifications / Requirements Work Profile:**

*Education:* Bachelor of Architecture

*Required Skills:* Planning, Development of Landscape Architecture design & architectural development work. The candidate will have to be physically present on site, conduct meetings, mount presentations, make models etc.

**Email:** Please send your application along with cover letter, bio-data in prescribed format and self-attested photocopies of the certificates / mark sheets to [richa.raje@spabhopal.ac.in](mailto:richa.raje@spabhopal.ac.in) and other testimonials should be submitted & originals be produced for verification at the time of interview.

**Last date of receiving the application:** 13<sup>th</sup> May 2025 (5.00pm)

**Method of Selection: Walk-in Interview** (Offline/Online mode) on May 14<sup>th</sup>, 2025. Time and link for joining online/offline interview will be intimated separately via email to the shortlisted candidates.

**Result:** The list of the selected candidates will be declared on the same date of the interview. The selected candidates may be required to join within seven days of declaration of the result.

**Note:** *The personnel possessing degree other than specified in the advertisement shall not apply for the advertised positions.*

**Termination of Contract:** The Institute reserves the right to cancel the contractual engagement before the expiry date without assigning any reason thereof.

Note: Mere possession of minimum qualifications shall not entitle a candidate to be called for the exam. Institute reserves the right to shortlist the candidates on the basis of qualifications, work experience and relevant skill set. Institute reserves the right not to engage any candidate as Project Assistant (on Contract basis) without assigning any reason thereof. Incomplete applications will be summarily rejected. No canvassing in any form shall be entertained.

To dean Research

Subject

Dear sir