



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./2025-26/05

Dated : 05.July.2025

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

RECRUITMENT FOR NON-TEACHING POSITIONS

SN	POST	NO OF POST						PAY SCALE
		UR	OBC (NCL)	SC	ST	EWS	Total	
1	Registrar (Group-A)	1	--	--	--	--	1	Pay Level – 14
2	Junior Assistant (Group-C)	--	--	--	1	--	1	Pay Level – 3
Total:		1	0	0	1	0	2	

Please refer clause 14 & 15 of general terms & conditions for PwD Reservation.

For further details of qualifications, experience and how to apply, please visit Institute website spabhopal.ac.in. The last date of receipt of hard copy of online applications at SPA, Bhopal is 08.08.2025.

REGISTRAR



School of Planning and Architecture, Bhopal

(An Autonomous Institution of Ministry of Education, Govt. of INDIA)

Neelbad Road, Bhauri, Bhopal- 462 030(MP) INDIA

No. SPAB/RGO/Advt./2025-26/05

Dated : 05.July.2025

Advertisement for the non-teaching positions

School of Planning and Architecture, Bhopal was established by the Ministry of Education 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 advanced research in this field. The Institute is offering Bachelors and Masters Degree as well as Doctoral and Post Doctoral Programs in Architecture and Planning.

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

RECRUITMENT FOR NON-TEACHING POSITIONS

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1	Registrar Rs. 144200/- Pay Level 14 in the Pay Matrix (7 th CPC) GP- Rs. 10000/- (6 th CPC) Age : 55 Years Maximum	01 Group 'A' UR (on tenure of 5 years)	ESSENTIAL QUALIFICATION: 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. ESSENTIAL EXPERIENCE: 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. DESIRABLE: 1. Qualification in area of Architecture/Planning/ Engineering/ Design.
2	Junior Assistant Rs. 21700/- Pay Level-3 in the Pay Matrix (7 th CPC) GP- Rs. 2000/- (6 th CPC) Age : 40 Years Maximum	01 Group 'C' (ST-01)	ESSENTIAL QUALIFICATION & EXPERIENCE: Bachelor's Degree in any discipline with knowledge of operating computers. DESIRABLE : Experience in handling office papers of Stores/Purchase/Audit/ Accounts/ Finance/ Administration/ Admission/ Academics/ Examination & record maintenance in a Government/ Semi. Government/ Department/ Autonomous Bodies/ reputed recognized University/ Institutions. Ability to draft routine letters in Hindi and English independently. Must qualify written test including skill test to access working Knowledge of computer proficiency.

GENERAL INFORMATION/ TERMS & CONDITIONS /DETAILS ABOUT ADVERTISED NON-TEACHING POSITIONS

1. All non-teaching positions at SPA Bhopal are for dedicated and committed candidates to work at the Institute's permanent campus near Bhauri, Bhopal.
2. Applications are invited in online mode and application forms must be filled out online on the SAMARTH portal.
3. 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.
4. 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. 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 for further recruitment process.
5. 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.
6. The qualification prescribed should have been obtained from recognized Universities / Institution.
7. 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. The SC/ST/OBC candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.
8. No joining time / joining time pay / 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. Organisations, in eligible cases only.
9. 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.
10. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph/fee receipt will be summarily rejected.
11. No TA/DA will be paid for attending Written Test / Skill Test / Interview.
12. 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.
13. 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.

14. Vacancies of PwD quota are horizontal. There will be no separate Recruitment against PwD Quota and it will be conducted simultaneously and appointed against advertised category, as the case may be, to which the candidate belongs. PwD quota is applicable for the post of Junior Assistant only. If no suitable candidate found under ST-PwD, the post shall be filled by ST category. As per requirement of the post, the PwD candidates under ST category may apply and considered under PWD- Locomotor Disability (LD); and PWD-Hearing Impaired (HI).
15. 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 written test / skill test /interview. The candidate with higher qualification and relevant experience of longer duration in required field shall be given preference.
16. 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.
17. List of shortlisted candidates to be called for Written test/Skill Test/Interview will be displayed on institute website.
18. 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.
19. 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 decide to stay outside the campus by his personal choice, no HRA shall be admissible.
20. As per requirement, the selected candidate may be posted at any department/ Section/ Location of this Institute with the approval of the competent authority.
21. 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 interview.
22. 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.
23. 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.
24. 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 send to the primary email id provided by the applicant. It is also suggested to check spam folder of your email id.
25. 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.
26. Experience and age limit will be reckoned as on last date of submission of online application form.
27. 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.
28. '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.

29. 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.
30. Applicants are required to attach a duly signed list of enclosures with the application form and send it with the hard copy.
31. 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.
32. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
33. The mode of written test / skill test will be ENGLISH only.
34. 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 Advertisement on print media	05.07.2025
Date of publication of Detailed Advertisement on Institute website	07.07.2025
Online submission of application starts date	08.07.2025 (10:00 AM)
Closing date and time of online submission of applications	28.07.2025 (11:55 PM)
Last date of receipt of applications at SPA, Bhopal (Hard Copy)	08.08.2025 (05:30 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. The link for submission of online applications will be activated from 08.07.2025 (Tuesday), **time 10:00 AM** and the last date of online submission of applications will be 28.07.2025 (Monday), **time 11.55 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).

SN	Post	Application fee (NON-REFUNDABLE)
1	Registrar	Rs. 3000/- (General, OBC and EWS)
		Rs. 1500/- (SC / ST / PWD / Women candidates)
2	Junior Assistant	ST / ST-PWD / ST 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 recruitment@spabhupal.ac.in

Applicants are required to send print out of the duly filled online application form with self-attested documents addressed to below mentioned address through Speed Post/Registered post on or before 08.08.2025 (Friday), till 5:30 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 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 0755-2526800/2526812/2526858

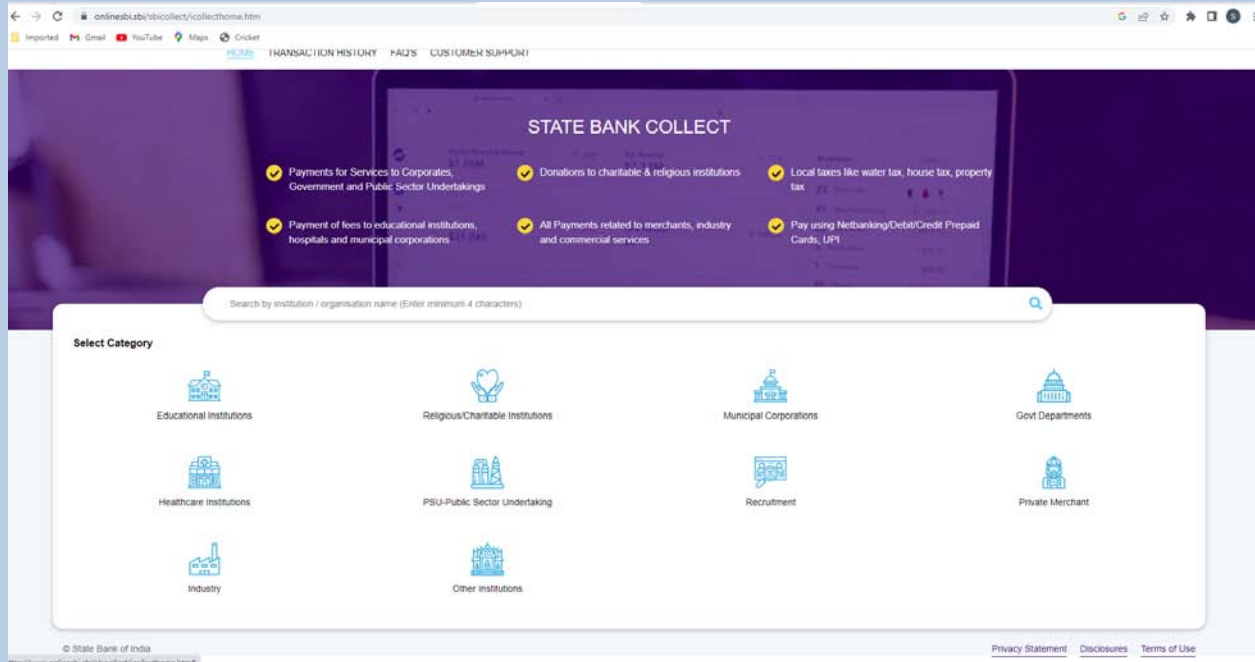
REGISTRAR

STEP - 1

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

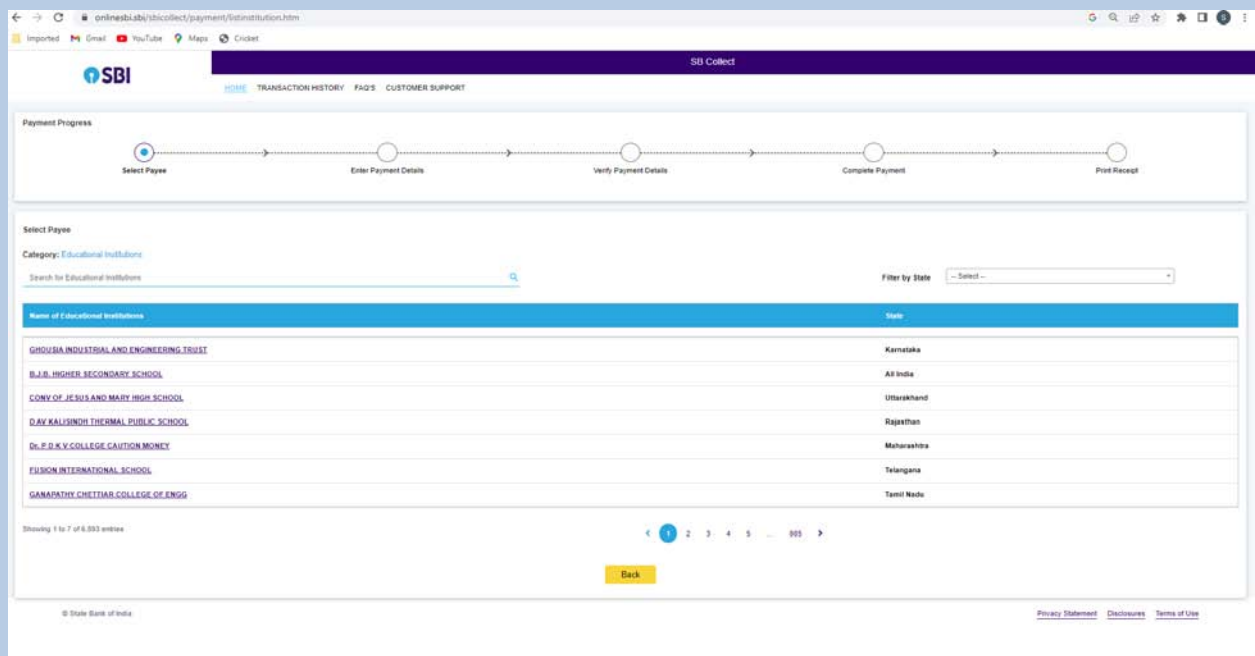
Open link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

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 'SBI' logo and links for 'HOME', 'TRANSACTION HISTORY', 'FAQ'S', and 'CUSTOMER SUPPORT'. Below this is a 'Payment Progress' section with a progress bar showing five steps: 'Select Payee' (current), '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 by State' 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 “APPLICATION FEES FOR THE POST OF REGISTRAR” and proceed for payment filling the necessary details

The screenshot shows the SBI Collect website interface. The 'Payment Progress' section now shows 'Select Payee' as completed (green checkmark) and 'Enter Payment Details' as the current step (blue circle). Below this, the 'Enter Payment Details' section is visible. It includes a 'Payment Category' dropdown menu that is open, showing a list of categories. The selected category is 'APPLICATION FEES FOR THE POST OF REGISTRAR (LR)'. Other categories visible include 'OTHER PURPOSE CHARGES', 'PG REGISTRATION 3rd SEM JULY 2025 TO DEC 2025', 'U G BARC 3/5/7/9th Sem / BPLN 3/5/7Sem', and 'UG DASA CIWG STUDENTS'. A 'Back' button is also present.

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

The transaction details, date of payment and amount paid to be entered during online filling of online application form.

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