APPOINTMENTS

समर्थ पोर्टल के माध्यम से विभिन्न गैर-शिक्षण पदों के लिए पात्र भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित किए जाते हैं। समर्थ पोर्टल का लिंक https://spant.samarth.edu.in/ है। योग्यता आदि से संबंधित विवरण के लिए कृपया योजना तथा वास्तुकला विद्यालय दिल्ली की वेबसाइट: www.spa.ac.in देखें।

आवेदन जमा करने की अंतिम तिथि 25 नवंबर 2024 है।

Online Applications are invited from eligible Indian Nationals for the various Non-Teaching posts through Samarth Portal. The link of Samarth Portal is https://spant.samarth.edu.in/
The details regarding qualifications, etc. please refer to the SPA, New Delhi website: www.spa.ac.in

The Last Date of submission of application is 25th November 2024.

REGISTRAR (I/C)

	योजना तथा वास्तुकला विद्यालय
	SCHOOL OF PLANNING AND ARCHITECTURE
	संसद के अधिनियम के तहत एक "राष्ट्रीय महत्व का संस्थान"
	An "Institution of National Importance" under an Act of Parliament
	(शिक्षा मंत्रालय, भारत सरकार)/(Ministry of Education, Govt. of India)
	4-ब्लाक– बी, इंद्रप्रस्थ एस्टेट, नई दिल्ली/4, Block-B, Indraprastha Estate, New Delhi –02
	फ़ोन/Tel: 011-23702382–80, फैक्स/Fax: 011-23702383 www.spa.ac.in

APPOINTMENTS

Applications are invited from Indian Nationals for the following non-teaching positions on regular/ deputation/ contract basis:-

Group 'A' Posts

Post Code	Name of Posts	Total	Direct/ Deputation
1.	Registrar Pay Matrix: Level 14 (Rs. 144200 - 218200) Age: Preferably below 55 years	01 (UR)	Deputation/ Contract basis for a fixed term of not exceeding five years
2.	Assistant Registrar Pay Matrix: Level 10 (Rs. 56100-177500) Age: Below 35 years	01 (UR)	Direct
3.	Library and Information Officer (Erstwhile Documentation-cum-Publication Officer) Pay Matrix: Level 10 (Rs. 56100-177500) Age: Below 35 years	01 (UR)	Direct
	TOTAL	**03**	

Group 'B' Posts

4.	Section Officer Pay Matrix: Level 07 (Rs. 44900-142400) Age: Below 35 years	01 (UR)	Direct
5.	Senior Library and Information Assistant Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	02 (UR)	Deputation/ Absorption (Ordinarily not exceeding 03 years)
6.	Technical Assistant {Erstwhile Technical Assistant (Programming)} Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	01 (UR)	Direct
7.	Senior Assistant Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	01 (UR)	Direct
8.	Personal Assistant Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	03 (2-UR, 1-OBC)	Direct
9.	Hindi Translator Pay Matrix: Level 06 (Rs. 35400-112400) Age: Not exceeding 35 years	01 (UR)	Deputation/ Absorption (Ordinarily not exceeding 03 years)
	TOTAL	**09**	

Group 'C' Posts

10.	Assistant Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years	05 (4-UR, 1-OBC)	Direct
11.	Estate Supervisor Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years	01 (PWD – OA/OL/BL/OAL)	Re-Employment
12.	Library and Information Assistant Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years	01 (UR)	Direct
13.	Junior Assistant Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 27 years	04 (3-UR, 1-SC)	Direct
14.	Junior Library & Information Assistant (Erstwhile Library Assistant) Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 27 years	02 (1-UR, 1-OBC)	Direct
15.	Junior Library & Information Assistant (Erstwhile Library Clerk) Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (UR)	Direct
16.	Hindi Typist Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 30 years	01 (UR)	Direct
17.	Caretaker Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 35 years	03 (UR)	Direct
18.	Driver Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 35 years	01 (UR)	Direct
	TOTAL	**19**	

1. QUALIFICATIONS/EXPERIENCE FOR THE POST OF REGISTRAR

Essential:
Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

At least fifteen years of experience as Assistant Professor in AGP of Rs.7000/- and above or with eight years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/ or other institutions of higher education.

OR

Fifteen Years of administrative experience of which Eight years as Deputy Registrar or an equivalent post.

Desirable:
L.L.B., MBA or Ph.D. qualifications of a recognized University/Institutions.

2. QUALIFICATIONS/EXPERIENCE FOR THE POST OF ASSISTANT REGISTRAR

Essential:
Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale with good academic record as laid down by the UGC shall continue to be in force.

Desirable:
ICWA/LLB/MBA/SAS qualifications of a recognized University/Institutions.

3. QUALIFICATIONS/EXPERIENCE FOR THE POST OF LIBRARY AND INFORMATION OFFICER (ERSTWHILE DOCUMENTATION-CUM-PUBLICATION OFFICER)

Essential:
- (i) Master's Degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record with knowledge of computerization of library.
- (ii) Qualified in the National Level Test in the relevant subject conducted by UGC or any other agency approved by the UGC. However, candidates who are, or have been awarded Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for the recruitment and appointment.
- (iii) 2 years professional experience in a supervisory capacity, in a library of standing.

Desirable:
- (i) Knowledge of publication and printing aspects.

4. QUALIFICATIONS/EXPERIENCE FOR THE POST OF SECTION OFFICER

Essential:
Post Graduate Degree in Commerce/ Arts or equivalent examination of a recognized University and 5 years' experience as Assistant (now Senior Assistant: Level 06 as per 7th CPC) or equivalent in educational/ administrative institution (Govt. of India or autonomous bodies) and having practical knowledge in accounts/ academic administration.

Desirable:
Preference will be given to qualified SAS examination from the recognized services and also who have good practical knowledge of computer.

5. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF SENIOR LIBRARY AND INFORMATION ASSISTANT**

Essential:

Officers from Central/State Government including Public Sector Undertakings or Autonomous Bodies or Universities under Central/State Governments who:

(a)   (i)   Holds analogous posts on regular basis;
<div align="center">OR</div>

(ii) With 6 years regular service in PB-1 + Grade Pay of Rs. 2400 (Level: 04 as per 7th CPC);
<div align="center">OR</div>

(iii) With 10 years regular service in PB-1 + Grade Pay of Rs. 1900 (Level: 02 as per 7th CPC);
<div align="center">AND</div>

(b)   Possessing the following educational qualifications and experience:

(i)   Bachelor's Degree from a recognized University/ Board with Diploma/ Certificate in Library and Information Science or its equivalent qualifications from a recognized University/Board
<div align="center">OR</div>
Degree in Library Science from a recognized University/Board.

(ii) Atleast 5 years experience in a well established Library.

Desirable: Knowledge in Computer Applications in Library System.

6. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF TECHNICAL ASSISTANT (ERSTWHILE TECHNICAL ASSISTANT PROGRAMMING)**

Essential:

a)   (i)   Degree in Engineering or Master's Degree in Science (in Information Technology) or Master's Degree in Computer Application or equivalent Degree from a recognized University/Board.

(ii) Three years' experience in a recognized/reputed Institute/Autonomous organization.
<div align="center">OR</div>

b)   (i)   Diploma in Engineering or Post Graduate Diploma in Computer Application from a recognized University/Board.

(ii) Five years' experience in dealing with computer application in a reputed Institute/Autonomous organization.

Desirable: Experience in handling Engineering Equipment and knowledge of operating computer machines.

7. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF SENIOR ASSISTANT**

Essential:

(i)   Bachelor's Degree from a recognized University/Board.
(ii) 5 Years experience of Accounts/Establishment, Maintenance and/ or Purchase and/ or Stores etc. in a well established/reputed office.

8. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF PERSONAL ASSISTANT**

Essential:

(i)   Bachelor's Degree from a recognized University/Board.
(ii) Shorthand speed of 100 words per minute and typewriting speed of 40 words per minute in English.
(iii) 5 Years' experience in a well established/reputed office.

9. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF HINDI TRANSLATOR**

Essential:

Officers from Central/ State Government including Public Sector Undertakings or Autonomous Bodies or Universities under Central/ State Governments who

(a)   (i)   hold analogous posts on regular basis;

<div align="center">OR</div>

        (ii)   With 6 years regular service in PB-1 + Grade Pay of Rs. 2400 (Level: 04 as per 7th CPC);

<div align="center">OR</div>

        (iii)   With 10 years regular service in PB-1 + Grade Pay of Rs. 1900 (Level: 02 as per 7th CPC);

<div align="center">AND</div>

(b)   Possessing the following educational qualifications and experience:

      (i) Degree in Arts (with Hindi and English as elective subjects)

<div align="center">OR</div>

      Degree in Arts with Sanskrit and English as Elective Subjects and Hindi as optional subject from a recognized University/ Board.

      (ii) 5 years' experience of Translation from English to Hindi and Vice-versa in a well-established/ reputed office.

10. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF ASSISTANT**

Essential:

(i)   Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board; and

(ii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi which will be taken on computer (correspond to 10500 KDPH in English or 9000 KDPH on an average of 5 depressions for each word).

(iii) At least 5 years' experience in clerical job in a reputed office.

Desirable: Diploma/ Certificate of Office Management/ Secretarial Practice/ NIELIT 'O' Level/ Computer Literacy certificate.

11. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF ESTATE SUPERVISOR**

Essential:

(i)   Ex-Junior Commissioned Officer or equivalent Ranks with at least 5 years as a Junior Commissioned Officer from Army/Navy/Air Force with experience in Security and Public Health area.

(ii) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.

12. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF LIBRARY AND INFORMATION ASSISTANT**

Essential:

A. Bachelor's Degree in Arts or Science or Commerce from a recognized University/ Board with Diploma/Certificate in Library and Information Science or its equivalent qualifications from a recognized University/Board.

<div align="center">OR</div>

Degree in Library Science from am recognized University/Board.

B. Atleast 5 years experience in a well established Library.

Desirable: Knowledge in Computer Applications in Library System.

13. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF JUNIOR ASSISTANT**

Essential:
(i) Sr. Secondary examination (12th Standard) or equivalent qualification from a recognized University/Board.
(ii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depression per hour on an average of five key depressions for each word).

Desirable: Diploma/ Certificate in Office Management/ Secretarial Practice(O.M.S.P) or DOEACC "O" Level or NIELIT/Computer Literacy certificate from a recognized institution.

14. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF JR. LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY ASSISTANT)**

Essential:
(i) Sr. Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board.
(ii) Certificate in Library Science from a recognized University/ Board/ Institution.

Desirable: Knowledge of Computer in Library work.

15. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF JUNIOR LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY CLERK)**

Essential:
(i) Sr. Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board.
(ii) Certificate in Library Science from a recognized Institute or equivalent qualification.
(iii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depression per hour on an average of five key depressions for each word).

16. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF HINDI TYPIST**

Essential:
(i) Sr. Secondary Examination (12th Standard) with Hindi as one of the subject or equivalent qualification from a recognized University/Board.
(ii) Typewriting speed of 30 words per minute in Hindi on computer (30 words per minute correspond to 9000 key depression per hour on an average of five key depressions for each word).

17. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF CARETAKER**

Essential:
(i) Sr. Secondary examination (12th Standard) or equivalent qualification from a recognized University/Board.
(ii) Two years' experience in a reputed School or College Hostel/Guest House/Mess related work.

18. **QUALIFICATIONS/EXPERIENCE FOR THE POST OF DRIVER**

Essential:
(i) Sr. Secondary examination (12th Standard) or equivalent qualification from a recognized University/Board.
(ii) Two years' experience as a car/ Station Wagon Driver having a valid driving license of light traffic vehicle in a reputed organization.
(iii) Knowledge of Car Mechanism.

Desirable: One year experience in a leading workshop.

GENERAL CONDITIONS / INSTRUCTIONS:

1. Application(s) should be filled on the Samarth Portal https://spant.samarth.edu.in/ within 30 days of the publication of this advertisement in the Employment News.

2. Application Fee: **Group A Posts:**
   Rs. 2,500/- for General, OBC & EWS Candidates
   Fee for SC/ST/PWD/Women Candidates are Fully Exempted

   Group B & C Posts:
   Rs. 1,000/- for General, OBC & EWS Candidates
   Fee for SC/ST/PWD/Women Candidates are Fully Exempted

   Application fee needs to be paid online through SBI Collect, by logging on SPA Delhi website under online payment (SBI Collect) tab or by directly visiting at SBI Collect Website.. The payment link can also be accessed under 'Important Information' tab in Samarth Portal. No other mode of payment of fee will be considered. Payment made in any other mode which is not specified, shall be treated as 'Nil Payment'.

3. Candidates must ensure that he/ she fulfills all eligibility criteria as stipulated in this advertisement and candidates will be called for the written test/interview based on the information provided in the application form. The education qualifications/ experience/caste certificate will be verified at later stage. Therefore candidates need to keep record of all documents/ testimonials readily available with them so that they can produce certified copies along with originals whenever required for verification.

4. A self-attested copy of every required document is also to be attached/ uploaded on the Samarth Portal.

5. Applicants who are in employment of Government/Semi-Government Organizations/ any Government Undertaking/ Autonomous Body must apply their application(s) through proper channel. NOC in this regard from the present employer shall be uploaded on the Samarth Portal or the same may be submitted at later stage.

6. All correspondence & intimation shall be carried through the E-mail Id of candidates mentioned in application form. No intermediate enquiry will be entertained. The date of Interview/test(s) will be notified on the website and through email of the eligible candidates.

7. Merely possessing the requisite qualifications & experience would not entitle a person to be shortlisted/ selected.

8. Selection will be made based on performance in Interview/ Written test as applicable for respective position.

9. Amendment/ change, if any, shall be notified on the website of SPA, Delhi, therefore, candidates/ applicants are advised to visit website of the School from time to time in this regard.

10. The School reserves the right to:

    a) Fix the criteria for screening the applications, if required;
    b) Increase/ decrease the number of vacancies;
    c) Frame a panel for filling up future vacancies arising during the validity of panel, which is one year;
    d) Not to fill up any or all of the advertised positions;
    e) Modify/ withdraw/ cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter; and
    f) Alter /insert any corrections/ additions in the advertisement/ website in the event of any typographical error, etc. before the last date of receipt of applications. The candidates are advised to visit the School website regularly.

11. Age relaxation etc. will be given to the SC/ST/OBC/PWD/Ex-Serviceman persons working under Government organizations/ PSUs/ Autonomous Bodies/ Central/ State Government as per Government of India rules.

12. The Reservation to SC/ST/OBC/PWD/EWS candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates should produce certificate issued from a Competent Authority. The candidate, who is not in the Central list of OBC, shall not apply for the post(s) reserved for OBC and if at any stage, it is found that his/ her OBC certificate (NCL) is not valid, the candidature / appointment of the candidate will be terminated with immediate effect.

13. The Reservation to EWS candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates should produce EWS certificate issued from a Competent Authority. If at any stage, it is found that the EWS certificate of any candidate is not valid, his candidature/ appointment will be terminated with immediate effect.

14. If a candidate is applying for more than one post, then he/ she shall submit separate application for each post along with separate Application Fee.

15. Appearing in the Written Test (s)/ Interview will be provisional, subject to fulfilling various conditions given in this advertisement. In case an applicant does not meet the minimum eligibility criteria prescribed for the post and appears in the examination, it will be at the applicant's own risk and cost. If it is detected that the candidate does not fulfill eligibility criteria, his/her candidature will be cancelled without assigning any reason.

16. The date for determining the eligibility criteria, upper age limit, etc. shall be reckoned from the last date of submission of application.

17. No TA/DA will be paid to the outstation candidates who will be called for Interview/ Written Test/Skill Test.

18. In case of any difficulty in filling up the form, candidates may send their queries at email: ntrectestt@spa.ac.in

REGISTRAR (I/C)