



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

Ref. No. SPAV/Admin/Estt./Non-Teaching

Date: 19.06.2023

Advertisement No.:03/2023

School of Planning and Architecture, Vijayawada invites applications from Indian National for the following posts on Direct Recruitment/Deputation

Name of the Post	Level	No. of Post	Reservation				
			UR	SC	ST	OBC-NCL	EWS
Assistant Registrar (on Deputation)	10	01	01	--	--	--	--
Section Officer	08	02	02	--	--	--	--
Private Secretary	07	01	01	--	--	--	--
Accountant	06	01	01	--	--	--	--
Personal Assistant (Direct-01, Deputation-01)	06	02	02	--	--	--	--
Junior Superintendent (Technical) (Direct-01, Deputation-01)	06	02	02	--	--	--	--
Technical Assistant	03	05	04	--	--	01	--
Library Assistant	03	01	01	--	--	--	--
Graphic Designer/ Senior Technical Assistant (Publication)	07	01	01 (PwD)	--	--	--	--
Graphic Assistant/ Technical Assistant (Publications)	06	01	01	--	--	--	--

Reservations for SC/ST/OBC-NCL/EWS/PwD and age relaxation are applicable as per GoI orders. For detailed information regarding eligibility, qualification, experience, other terms and conditions and application forms, visit our website www.spav.ac.in . The last date of receipt of application is **31.07.2023 by 17.00 Hrs.**

Sd/-
Registrar

Survey No.4/4, ITI Road, Vijayawada-520008, A.P., INDIA



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Non-Teaching Recruitment

S. No.	I.
Name of the Post	Assistant Registrar
No. of Post	01
Group of the Post	Group-A
Level	Level-10 (56100-177500) 7 th CPC
Mode of Recruitment	Deputation
Age limit	Not exceeding 56 years
Category	UR-01
Essential Qualification	Master's Degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale with good academic record Or
Experience	Five years of experience as Section Officer or equivalent in the field of Establishment/administration/academics or its equivalent preferably in government/ semi government autonomous bodies/University or educational Institute of repute.
Desirable	Experience in administrative and academic working procedures in a higher technical/ education and familiarity and Government of India rules.

S. No.	II.
Name of the Post	Section Officer
No. of Post	02
Group of the Post	Group-B
Level	Level-08 (47600-151100) 7 th CPC
Mode of Recruitment	Direct
Age limit	Not more than 35 years
Category	UR-02
Essential Qualification	A Master's Degree from a recognized University with five years of continuous service. Holding analogous post on regular basis in Universities/Technological Institutions.
Experience	Possessing five (05) years experience in administration/establishment/accounts/finance/purchases and exposure to computer base administrative functioning will be given preference.

S. No.	III.
Name of the Post	Private Secretary
No. of Post	01
Group of the Post	Group-B
Level	Level-07 (44900-142400) 7 th CPC
Mode of Recruitment	Direct
Age limit	45 Years maximum
Category	UR-01
Essential Qualification	<ol style="list-style-type: none"> 1. Graduate Degree from a recognised University with good academic record. 2. At least 03 years of experience as Personal Assistant in the pay scale of PB-II (9300-34800 with GP of 4200/-) or 5000-8000 (pre-revised scale) or equivalent in Central/State Govt. or any PSU/Corporation under Govt. or Autonomous bodies/reputed recognized University/Institution.
Desirable	<ol style="list-style-type: none"> 1. Well versed in Computerized word processing 2. Proficient in short hand English (100WPM) and typing English (40 WPM) 3. Diploma in Office Management and Secretarial procedures or equivalent.

S. No.	IV
Name of the Post	Accountant
No. of Post	01
Group of the Post	Group-B
Level	Level-06 (35400-112400) 7 th CPC
Mode of Recruitment	Direct
Age limit	40 Years maximum
Category	UR-01
Essential Qualification	<ol style="list-style-type: none"> 1. Master Degree in Commerce with good academic record. 2. At least 03 years of experience in the revised pay scale PB-1 (5200-20200 +GP 2000) or equivalent in the field of audit/stores/purchase/accounts/finance in a Govt./Semi Govt./ Department/Institutional autonomous bodies/Reputed recognized University/Institutions.

S. No.	V.
Name of the Post	Personal Assistant
No. of Post	02
Group of the Post	Group-B
Level	Level-06 (35400-112400) 7 th CPC
Mode of Recruitment	Direct-01 Deputation-01
Age limit	Not more than 32 years (for direct recruitment) Not exceeding 56 years (for deputation)

Category	UR-01 01 on Deputation
Essential Qualification	Bachelor's Degree of a recognised University and Diploma in Stenography and Secretarial practice from a reputed Institute with a typing speed of 100/40 w.p.m. in English shorthand/typing with computer knowledge and having 03 years experience in secretarial/clerical work.
Desirable	(i) Possessing certificate/diploma in computer application. Office management and secretarial practice in Govt. education Institutions/Universities.

SPAV-P13

S. No.	VI.
Name of the Post	Junior Superintendent (Technical)
No. of Post	02
Group of the Post	Group-B
Level	Level-06 (35400-112400) 7 th CPC
Mode of Recruitment	Direct-01 Deputation-01
Age limit	Not more than 32 years (for direct recruitment) Not exceeding 56 years (for deputation)
Category	UR-01 01 on Deputation
Essential Qualification	B.E Computer Science/I.T / B.Tech (Remote Sensing) with 03 years experience in (as per MHRD)
Experience	Desirable : Experience in photogrammetric /Remote Sensing projects

S. No.	VII.
Name of the Post	Technical Assistant
No. of Post	05
Group of the Post	Group-C
Level	Level-03 (21700-69100) 7 th CPC
Mode of Recruitment	Direct
Age limit	Not more than 32 years
Category	UR-04 OBC-01
Essential Qualification	Bachelor Degree from a recognised University with knowledge of computer applications with 02 years experience hardware/software/ trouble shooting/systems management.
Desirable	At least 02 years experience in networking, scrutiny and system administration in a computer lab.

S. No.	VIII.
Name of the Post	Library Assistant
No. of Post	01
Group of the Post	Group-C
Level	Level-03 (21700-69100) 7 th CPC
Mode of Recruitment	Direct
Age limit	35 Years maximum
Category	UR-01
Essential Qualification	<ol style="list-style-type: none"> 1. Graduate Degree from recognized University with academic record. 2. Degree/Diploma/ Certificate course in Library Science/Information Technology from recognised Institutions. 3. At least (01) years post qualification experience for handing the records/catalogue/journals/books/e-books in the library of Central/State Govt./ or Autonomous bodies/reputed recognised University/Institution.
Desirable	Computer Diploma/Certificate from any reputed recognized University/Institution.

S. No.	IX
Name of the Post	Graphic Designer/Sr. Technical Assistant (Publication)
No. of Post	01
Group of the Post	Group-B
Level	Level-07 (44900-142400) 7 th CPC
Mode of Recruitment	Direct
Age limit	45 Years
Category	UR-PWD
Essential Qualification	Master Degree in Design or PG Diploma in Design with 02 years of experience in publishing industry/research with adequate working knowledge of publishing platforms like adobe CS/Corel/Quark etc.
Desirable	Working knowledge of New Media Publishing platforms

S. No.	X.
Name of the Post	Graphic Assistant/Technical Assistant (Publication)
No. of Post	01
Group of the Post	Group-B
Level	Level -06 (35400-112400) 7 th CPC
Mode of Recruitment	Direct
Age limit	40 Years
Category	UR
Essential Qualification	Bachelor Degree in Design/Diploma in Design with 02 years of experience in publishing industry/research with adequate working knowledge of publishing platforms like adobe CS/Corel/Quark etc.
Desirable	Working knowledge of New Media publishing platforms.

GENERAL TERMS AND CONDITIONS:

1. The pay and allowances for the posts advertised will be as per the 7th CPC scales applicable to Central Government employees and carry other allowances like House Rent Allowance, Transport Allowance and Children's Educational Allowance and eligible for other benefits like Medical, LTC etc., as per Govt of India Rules issued from time to time and as applicable for SPA, Vijayawada.
2. These positions are governed by New Pension Scheme of GoI, applicable w.e.f.01.01.2004.
3. The candidates selected for the above posts will be governed by the CCS Conduct Rules, CCS CCA Rules, CCS (Leave Rules), other Rules and Regulations issued by the GoI from time to time and as per the SPA Act 2014 and SPA Statutes 2016.
4. The Institute reserves the right to increase or decrease the No. of posts or to accept or reject any application or to postpone/reschedule/cancel the whole process/partial portion of recruitment without assigning any reason, whatsoever.
5. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidates to be called for written test/interview. When number of applications received towards an advertisement is large, the Institute may restrict the number of candidates to be called for written test / interview on the basis of merit or qualification higher than that of minimum prescribed in the advertisement or by conducting test. The candidates should therefore furnish details of all qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidences.
6. Reservation for SC / ST / OBC-NCL / PwD/EWS/ Ex-Serviceman etc., will be as per Govt. of India norms. The benefit shall be given on submission of relevant certificates in the format prescribed by Govt. of India. Age relaxation will be considered as per GoI norms.
7. Candidates belonging to OBC-NCL category should submit caste certificate as per the proforma of Govt. of India which should be valid as on **31.07.2023** or as per the GoI rules issued from time to time.
8. No TA & Accommodation will be provided for attending the written test and interview.
9. No interim queries/correspondence will be entertained. Canvassing in any form and/or bringing any influence will be treated as a disqualification for the post applied for. All disputes are subject to the jurisdiction of Court of Andhra Pradesh only.
10. Self-Attested copies of certificates, mark sheets, testimonials etc., are to be attached along with the application w.r.t their age, educational qualifications and experience.
11. Candidates applying for more than one post are required to submit separate application along with supporting documents and remit prescribed fee for each post.
12. The age, qualification and experience will be reckoned as on **31.07.2023** .

13. Application fee Rs.1,000/-
14. SC/ST/PwD/Women are exempted from payment of application fee.
15. Application fee needs to be paid online through SBI collect; the payment shall be accepted through online mode SB Collect (<https://www.onlinesbi.com/sbicollect/icollecthome.htm>). The reference number should be filled in the application form along with the copy of the receipt.
16. Candidates serving in Govt./Semi-government /PSU/Autonomous bodies/Govt. funded Institutions/Universities are required to attach "No Objection Certificate" issued by their present employer or send their application through proper channel or produce "No Objection Certificate" at the time of written test/interview, without which his/her candidature will not be considered.
17. Candidates who are applying for the deputation posts are required to forward their application through proper channel after remitting the prescribed fee alongwith APAR's of last five years and vigilance/disciplinary clearance, However an advance copy may be sent to avoid delays.
18. List of shortlisted candidates to be called for Written Test/Interview will be displayed on Institute website. Therefore all the candidates are required to log on to our website regularly for up-dation of information/instructions if any. No correspondence will be made by the Institute directly with the candidate.
19. Selection for the post of Group A, B & C categories will be as per the DOPT's instructions issued vide No.39020/02/2016-Estt.(B) dated 13.04.2017.
20. The application fee once paid will not be refunded.
- 21. All the fields in the application form should be duly filled with relevant information. Incomplete applications, applications which are not in the prescribed format, without relevant supporting documents and without fee payment receipts (other than exempted category at Sl. 14) and applications which are received after the last date will be summarily rejected.**
22. Candidates are required to download the application form by log on to www.spav.ac.in.
23. The duly filled in application, superscribing the post applied for along with all self attested copies of supporting certificates, documents with regard to age, qualification, experience etc., should reach the following address through speed post/registered post only.

The Registrar,
School of Planning and Architecture, Vijayawada
4/4, ITI Road, Vijayawada
Andhra Pradesh- 520008

24. The last date for receipt of application is 31.07.2023 by 17.00 Hrs. The Institute will not be responsible for any postal delay.

**Sd/-
Registrar**