



School of Planning and Architecture Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No.4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

Advt. No.04/SPAV/NT Rect/Contract/2021

Date: 26-08-2021

Recruitment Notification for the various Non-Teaching posts purely on contract basis

School of Planning and Architecture Vijayawada invites applications from the interested candidates for various Non-Teaching posts purely on contract basis. The detailed information, number of posts, terms & conditions are as follows:

Si. No	Name of the Post	No.of Posts	Consolidated remuneration per month	Age	Essential Qualification and Experience
1	Section Officer	02	Rs.47,600/-	Preferably Not more than 35 years	A Master's degree from a recognized University with five years of continuous service. Holding analogous post on regular basis in Universities / Technological Institutions. Possessing 5 years experience in administration/ establishment/ accounts / Finance/purchases and exposure to computer based administrative functioning will be given preference.
2	Personal Assistant	01	Rs.35,400/-	Preferably Not more than 32 years	Bachelor's Degree of a recognized University and Diploma in Stenography & 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 3 years experience in Secretarial / Clerical work. Desirable: (i) Possessing certificate / Diploma in Computer application (ii) Office management and secretarial practice in Government Educational Institutions / Universities.
3	Accountant	01	Rs.35,400/-	Preferably Not more than 40 years	(i)Master Degree in Commerce with good academic record. (ii)At least 3 years of experience in the revised Pay Scale PB-1(Rs.5200-20200 + GP Rs.2000) or equivalent in the field of Audit/Stores/Purchase/Accounts/Finance in Government/Semi.Government/Department/Institutional Autonomous Bodies/reputed recognized University/ Institutions.
4	Junior Superintendent	01	Rs.35,400/-	Preferably Not more than 32 years	A Bachelor's Degree of a recognized University or equivalent with 3 years experience in reputed university/Institution/autonomous bodies. Possessing experience in administration/establishment/accounts/purchases and exposure to computer based administrative functioning will be given preference. Desirable: (i) Ability to draft routine letters independently (ii) Excellent command over English; written and verbal English and Hindi



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The application filled completely along with the enclosures of date of birth proof, educational qualifications, and experience certificate may be sent to the email id: recruitment@spav.ac.in or hard copy to the address given below by 15-09-2021.

Terms and Conditions

1. The posts are purely on contract basis for a period of six months, which may be extended for another Six months based on the requirement and performance assessment of the candidate. Candidate cannot claim for any permanent/regular position. The candidate shall be eligible for four casual leaves for the period of six months.
2. Tax Deduction shall be as per provisions of the IT Act.
3. 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. 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.
4. The Applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria, before applying.
5. Applications incomplete in any respect and not accompanied by any certificate/documents/ photograph or those received after the last date, will be summarily rejected. Original certificates should not be enclosed to the applications. The original documents will be verified at the time of written test /interview.
6. The Institute reserves the right to increase or decrease the number of posts, cancel the recruitment and reject any application without assigning any reason. 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 queries / correspondence shall be entertained.
7. The application format can be downloaded free of cost from the institute's website www.spav.ac.in. Interested candidates may send their application along with one set of self-attested copy of date of birth, educational qualifications, experience certificates in soft copy to the email id: recruitment@spav.ac.in or the hard copy of the application along with one set of self-attested copy of date of birth, educational qualifications, experience certificates to "The Director, School of Planning and Architecture Vijayawada, Survey No.4/4, ITI Road, Vijayawada- 520 008", in a sealed envelope superscribed as "Application for the post of (Name of the Post) purely on contract basis" through post/courier on or before the last date of the receipt of the application. Applications received after last date due to any reasons are not considered and the institute does not bear any responsibility for any postal loss or delay.
8. No TA/DA and accommodation will be provided by the Institute for attending the w r i t t e n t e s t / interview. Due to the current pandemic situation, interviews may be conducted online to the applicants got scrutinized, for which the candidates should be ready with proper audio-video interface system. It is the candidate responsibility to arrange for the internet connection, laptop/desktop, audio-video facility in functional condition and others.

Sd/-
DIRECTOR