



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:06.03.2023

Advertisement No.:02/2023

Non-Teaching Recruitment

S. No.	I.
Name of the Post	Assistant Registrar (Finance)
No. of Post	01
Group of the Post	Group-A
Level	Level-10 (56100-177500) 7 th CPC
Mode of Recruitment	Deputation for 03 years, extendable as per GoI norms The terms and conditions of deputation will be governed by the provisions contained in GoI DOPT's Om No. 6/8/2009-Estt/ (Pay II) dated 17 June 2010 and Government of India's instructions issued from time to time on the subject.
Age limit	Not exceeding 56 years
Category	UR
Essential Qualification	Master's Degree or its equivalent with 05 years of experience as Section Officer or Bachelor's Degree with 07 years of Administrative/Secretarial experience in a Govt./Semi-Govt./University or educational Institute of repute.
Candidates who applied earlier against the advertisement No.01/2022 dated 01.10.2022 for the above post need not apply again.	

S. No.	II.
Name of the Post	Junior Superintendent
No. of Post	01
Group of the Post	Group-B
Level	Level-6 (35400-112400) 7 th CPC
Mode of Recruitment	Deputation for 03 years, extendable as per GoI norms The terms and conditions of deputation will be governed by the provisions contained in GoI DOPT's Om No. 6/8/2009-Estt/ (Pay II) dated 17 June 2010 and Government of India's instructions issued from time to time on the subject.
Age limit	Not exceeding 56 years
Category	UR
Essential Qualification	A Bachelor's Degree of a recognized University or equivalent with 03 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 and Hindi
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S. No.	III.
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.	IV.
Name of the Post	Workshop Supervisor/Superintendent
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 Civil or Mechanical/Design or PG Diploma in Industrial Design Experience of handling workshop and demonstration for minimum 02 years at University level Institutions

S. No.	V.
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.

S. No.	VI.
Name of the Post	Junior Assistant
No. of Post	09
Group of the Post	Group-C
Level	Level-03 (21700-69100)
Mode of Recruitment	Direct
Age limit	32 Years
Category	UR-6, OBC-2, SC-1
Essential Qualification	A Bachelor's Degree from a recognised university with knowledge in computers from a recognized University.
Desirable	At least 02 years relevant experience in handling accounts/finance/administration/purchase/establishment/academic/admission matters.

S. No.	VII.
Name of the Post	Hostel Assistant /Caretaker
No. of Post	01
Group of the Post	Group-C
Level	Level-02 (19900-63200)
Mode of Recruitment	Direct
Age limit	35 Years
Category	UR
Essential Qualification	10+2 with Diploma in Hotel Management or Graduate in any discipline. At least two years/three years experience as Caretaker in a residential establishment like staff hostel/student hostel.

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 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. Incomplete application in the particular category will not be considered.
- 7) Candidates belonging to OBC-NCL category should submit proper caste certificate as per the proforma of Govt. of India which should be valid as on the last date of submission of application or as per the GoI rules from time to time.
- 8) No TA & Accommodation will be provided for attending the written test and interviews.
- 9) No interim queries/correspondence will be entertained. Canvassing in any form and/or bringing any influence, political or otherwise 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 uploaded alongwith the application w.r.t their age, experience and educational qualifications. Incomplete applications and not accompanied by supporting certificates/documents along with payment receipt/ after the last date will be summarily rejected. The original documents will be verified at the time of Interview/written examination.
- 11) Candidates applying for more than one post are required to submit the application alongwith supporting documents and remit prescribed fee for each post.
- 12) The qualification and experience will be reckoned as on 31.03.2023 .

- 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 those who are applying for the post (Sl. No.1&2) meant for deputation should forward their duly filled in application (hard copy) through proper channel. The application alongwith APAR's of last five years and vigilance/ disciplinary clearance should reach to the "Registrar, School of Planning and Architecture, Vijayawada, 4/4, ITI Road, Vijayawada-520008" within due date alongwith a copy of fee receipt for remittance of application fee. However, the candidate can apply online in advance.
- 17) Candidates serving in Govt./Semi-government /PSU/Autonomous bodies/Govt. funded Institutions/Universities are required to upload "No Objection Certificate" issued by their present employer or produce "No Objection Certificate" at the time of written test/interview, without which his/her candidature will not be considered.
- 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) The last date for receipt of online application is 30 days from the date of publication of advertisement in employment news.
- 22) Candidates are required to fill the applications through online by log on to www.spav.ac.in along with fee payment receipt. After successfully submitting the application online, a hard copy of it is required to be sent by speed post only along with all supporting documents to the below address:
The Registrar,
School of Planning and Architecture, Vijayawada
4/4, ITI Road, Vijayawada
Andhra Pradesh- 520008
- 23) The hard copies of the application should be superscribed by the "Application for the post applied for _____" and should be sent through speed post only. The Institute will not be responsible for any postal delay.

NOTE: The candidates those who are not able to fill their application 'ONLINE' may submit their duly filled application form as per the prescribed application format. The duly filled in application superscribing "the post applied for" should reach in a sealed cover to the Registrar, School of Planning and Architecture, Vijayawada, 4/4, ITI Road, Vijayawada, Andhra Pradesh- 520008. In such case the candidates are required to make the payment of application fee in the form of Demand Draft drawn in favour of "School of Planning and Architecture, Vijayawada" payable at Vijayawada.

**Sd/-
Registrar**