



# School of Planning and Architecture, Vijayawada

(An Institute of National Importance, MoHRD, GoI)

Survey No. 4/4, ITI Road, Vijayawada -520 008, A.P., India

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Advt.No. SPAV/5/2019

Dated: November 13, 2019

## **Recruitment Notification for the Post of CONSULTANT**

SPA Vijayawada invites application from the retired government officials for the position of '**Administration and Finance Consultant**' purely on contract basis.

For the detailed information, terms & conditions, visit our website [www.spav.ac.in](http://www.spav.ac.in)

Sd/-  
Director



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Qualifications and Experience:	
Essential Qualification and Experience	<p>A Master's Degree in any field with minimum experience of 15 years in Administration &amp; Finance in the Institutions of Higher Education / University(s) / Autonomous Bodies / Centrally Funded Technical Institutes (CFTIs) / Public Sector Undertakings etc.</p> <p><b>Experience in handling administrative issues and working knowledge in Finance sector is essential.</b></p>
Age	Not more than 65 years
Duties & Responsibilities	<ul style="list-style-type: none"><li>• Consultant shall look after General Administration, Establishment, Accounts &amp; Budget, Legal matters and Court Cases.</li><li>• To assist in preparing draft replies of various matters/reports, parliament starred/un-starred questions, monitoring and managing statutory issues / RTI.</li><li>• Liaison with State and Central Departments/Officials and relevant industries in achieving projects/research works. To do keen analysis on effective implementation of the project.</li><li>• Monitoring/Compliance of MoU conditions entered with national and international academic institutions, state/central government bodies.</li><li>• To provide direct support and mentoring for students for their welfare needs via one-on-one case management support, working with the student support team of the school for early identification, case management and proactive measures to prevent and manage risk behaviours among the student population in the school.</li><li>• Any other specific job/assignment/instructions as given by Director, SPAV.</li></ul>



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**General Terms and Conditions**

**Advt. No.SPAV/5/2019**

**Dated: November 13, 2019**

1. The post is purely on contract basis for a period of 11 (eleven) months.
2. Consolidated remuneration shall be Rs.78,800/- payable per month. Tax Deduction shall be as per provision, IT Act
3. The Applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria, before applying.
4. Age should not exceed the upper limit as on the closing date of receipt of completed application.
5. Interested candidates may send their application in the format given along with supporting documents/CV/Bio-Data through e-mail to [recruitment@spav.ac.in](mailto:recruitment@spav.ac.in) **by December 03, 2019.**
6. The School reserves the right to accept or reject any application without assigning any reason.
7. No TA/DA and accommodation will be provided by the Institute for attending the interview.

**Sd/-  
Director**