



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.03/SPAV/NT Rect/Deputation/2021

Date.19.08.2021

WEBNOTE

To
The Registrar's
IITs/NITs/IIMs/IISERs/SPAs/IITs/Central Universities

Sub: Deputation of Non-Teaching Posts - SPA Vijayawada-reg.

Madam/Sir

School of Planning and Architecture Vijayawada is an 'Institute of National Importance' under Ministry of Education. There is a requirement of **Section Officers-02 Posts, Junior Superintendent-01 Post, and Personal Assistant-01 Post** on deputation basis for a period of One year. Only Indian Nationals need to apply.

In the above context, it is requested to circulate this letter in your Institute/Organization/Department for wider publicity, to enable the eligible candidates to apply for this position.

The interested person may also be deputed from your esteemed organization working in analogous cadre.

The educational qualifications and experience criteria for the above posts are attached as Annexure-I.

The Pay and allowances shall be as per the 7th CPC rules applicable to the employees working at Vijayawada. Deputation norms will be governed as per SPA statutes/GoI norms from time to time.

The hard copy of curriculum vitae with copy of self attested educational qualifications and experience certificates, No objection certificate, attested copies of the APARs of the last five years, Vigilance clearance certificate to be sent to the following address by 09th September 2021.

To
The Director
School of Planning and Architecture Vijayawada
Survey No.4/4, ITI Road
Vijayawada-520 008
Andhra Pradesh

Sd/-
DIRECTOR

SPAV | DIR | 4555
19/08/2021

Annexure-I of Advt. No.03/SPAV/NT Rect/Deputation/2021 Date.19.08.2021

Si. No	Name of the Post	No.of Posts	Essential Qualification and Experience
1	Section Officer	02	<p>A Master's degree from a recognized University with five years of continuous service. Holding analogous post on regular basis in Universities / Technological Institutions.</p> <p>Possessing 5 years experience in administration/ establishment/ accounts / Finance/purchases and exposure to computer based administrative functioning will be given preference.</p>
2	Junior Superintendent	01	<p>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.</p> <p>Desirable: (i) Ability to draft routine letters independently (ii) Excellent command over English; written and verbal English and Hindi</p>
3	Personal Assistant	01	<p>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.</p> <p>Desirable: (i) Possessing certificate / Diploma in Computer application (ii) Office management and secretarial practice in Government Educational Institutions / Universities.</p>

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