



School of Planning and Architecture: Vijayawada

(An institution of National Importance under the Ministry of Human Resource Development, Govt. of India)
S.No. 4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh, India

No. SPAV/NF/Rect./2/2019

February 18, 2019

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

Recruitment of Non-Faculty

S. No.	Name of the post	Category					Deputation	Total	Pay Level/Pay Band
		Gen	OBC	SC	ST	PwD			
1	Assistant Librarian	1	-	-	-	-	-	1	Level 10 (56100-175500) as per 7 th CPC (PB-3: Rs.15600-39100; AGP: Rs.6000/- as per 6 th CPC)
2	Assistant Registrar (Finance)	-	-	-	-	-	1	1	Level 10 (56100-175500) as per 7 th CPC (PB-3: Rs.15600-39100; GP: Rs.5400/- as per 6 th CPC)
3	Technical Officer	1	-	-	-	-	-	1	Level 10 (56100-175500) as per 7 th CPC (PB-3: Rs.15600-39100; GP: Rs.5400/- as per 6 th CPC)
Total								3	

For further details of qualifications, experience and how to apply, please visit www.spav.ac.in. The last date of receipt of application is 18.03.2019 till 17.00 Hrs.

Sd/-
Registrar



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Qualifications and experiences

S. No.	1
Name of the post	Assistant Librarian
No. of posts	01
Pay Band and Grade Pay	Level 10 (56100-175500) as per 7 th CPC (PB-3: Rs.15600-39100; GP: Rs.6000/- as per 6 th CPC)
Method of recruitment	Direct Recruitment
Qualifications and Experience:	
Essential	<ol style="list-style-type: none">1) A Master Degree in Library Science/ Information Science Documentation science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.3) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the “University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.
Experience	At least 5 years of experience in Library/ Computerization of library in a reputed educational institute, of which 3 years shall be as Senior Library Information Assistant/ Library Information Assistant or equivalent post in the Pay Scale of Rs.9300-34800 with Grade pay of Rs.4200 or equivalent.
Upper age limit	Not more than 45 years

S. No.	2
Name of the post	Assistant Registrar (Finance)
No. of posts	01
Pay Band and Grade Pay	Level 10 (56100-175500) as per 7 th CPC (PB-3: Rs.15600-39100; GP: Rs.5400/- as per 6 th CPC)
Method of recruitment	Deputation (Initially for a period of Two year)
Qualifications and Experience:	
Essential	Master’s Degree with at least 55% marks or its equivalent grade of ‘B’ in the UGC seven point scale with good academic record along with
Experience	Five years accounts experience as section officer or equivalent in the area of accounts preferably in Government / Semi government / Autonomous bodies / University or educational Institute of repute.
Desirable	Additional qualification like CA / ICWAI experience in educational Institution / University of repute. Familiarity with government of India rules such as FR, SR, GFR code and Accounts code.



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S. No.	3
Name of the post	Technical Officer
No. of posts	01
Pay Band and Grade Pay	Level 10 (56100-175500) as per 7 th CPC (PB-3: Rs.15600-39100; GP: Rs.5400/- as per 6 th CPC)
Method of recruitment	Direct Recruitment
Qualifications and Experience:	
Essential	M. Tech with at least 55% of the marks in / M. Sc (Tech) in GIS / (or) M. Sc in GIS / M. Tech (Transportation planning). With 7 years experience as Lab demonstrator
Upper age limit	Not more than 35 years



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General Terms and Conditions

1. All the above posts carry salary as per the Central Government pay scales and carry allowances like House Rent Allowance, Transport Allowance and Children's educational allowance as admissible to Central Government Employees of the respective scale posted in Vijayawada. These posts are governed by New Pension Scheme (NPS) of Govt. of India and will be eligible for other benefits like Medical, LTC etc., as per the SPA Statutes / Institute norms and various orders issued by GoI from time to time.
2. The School reserves the right to increase or decrease the No. of posts or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application without assigning any reason.
3. The Application Form and other particulars can be viewed/downloaded from our Institute website www.spav.ac.in
4. The Applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria and only then apply.
5. The qualifications prescribed should have been obtained from UGC recognized Universities / Institutions.
6. Reservation for SC/ST/OBC/PwD/Ex-serviceman etc., will be as per Govt. of India norms against submission of relevant certificates in the format prescribed by Govt. of India only against the reserved vacancies.
7. Age should not exceed the upper limit as on the closing date of receipt of completed application. However, age relaxation will be considered in case of SC/ST/OBC/Ex-Serviceman/PH as applicable. Age relaxation will also be given for exceptionally meritorious candidates.
8. Persons serving in Govt./Semi-government/PSU/Autonomous bodies /Govt/ funded Institutions / Universities should send their application through Proper channel or should furnish a "No Objection Certificate" at the time of Written test / interview. They can however send an advance copy of their application along with demand draft in original. If the application is not forwarded through proper channel or is not accompanied by "No Objection Certificate" at the time of interview, his/her candidature will not be considered.
9. Candidates applying for more than one post may apply separately for each post.
10. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances.



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11. 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, it may not be convenient or possible for the Institute to interview all the candidates. The Institute may restrict the number of candidates to be called for written test / interview on the basis of 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.
12. The post carry usual allowances as per Central Government rules but these posts are covered under pension scheme as applicable w.e.f. 01.01.2004 to employees of Govt. of India.
13. No interim queries / correspondence will be entertained on the matter.
14. Canvassing in any form and or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
15. No acknowledgements will be sent to the individual applicants. Those who want acknowledgement may send their applications by Speed Post/Registered Post.
16. Application incomplete in any respect and not accompanied by any certificate /documents/ photograph/Payment details and/or those received after the last date, will be summarily rejected. Self attested copies of certificates, mark sheets, testimonials etc., are to be attached with the application. Original certificates should not be enclosed to the application. The original documents will be verified at the time of written test /interview. Please use a separate sheet wherever required. Name of the post and post S.No. applied for should be clearly written in the application, failing which the application will not be considered.
17. The School reserves the right to accept or reject any application without assigning any reason. The School will not be responsible for any postal loss or delay.
18. No accommodation will be provided by the Institute for attending the Written test / Interview.
19. Request for conduct of interview through Telephone/Video Conference/Skype or in any other mode will not be considered.
20. Candidates belong to General and OBC category should pay application fee of Rs.1000/- and Candidates belongs SC/ST/PwD should pay any application fee Rs.500/- for each post applied for.
21. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered for the Persons with Disabilities (Equal opportunities, Protection of rights & full participation) Act, 1995.



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22. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their disability.
23. Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard. If necessary SPAV will arrange scribe facility.
24. If the SC/ST/OBC and Disability Certificate are in a language other than English /Hindi, the candidates are required to submit a certified translated copy of the same either in English or Hindi duly attested by a Gazetted Officer.
25. The upper age limit will be relaxed upto 10 years (15 years for SC/ST and 13 years for OBC candidates) in the case of persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) loco motor disability or cerebral palsy for direct recruitment to Group “A”, “B” and Group “C” posts as per Notification F.No.15012/1/2003-Estt (D) dated 29th June 2015 of DOPT, Ministry of Personnel, Public Grievances & Pensions”.
26. The terms and conditions for deputation are as per the applicability rules/guidelines by DoPT and MoHRD form time to time.
27. The applications for the deputation posts should be accompanied with the copies of ACRs/APARs pertaining to preceding five years along with Vigilance Clearance /Integrity Certificate.
28. No TA/DA shall be paid for attending interview/written test.

Eligible candidates are required to download application form from our website www.spav.ac.in and send duly filled application in the prescribed format with necessary supporting documents, superscribing the name of the post applied for, along with a non refundable

- 1) Application fee of Rs.1000/- (for General and OBC candidates), Rs.500/- (for SC/ST and PwD candidates)
- 2) The payment shall be accepted through online mode SBCollect (<https://www.onlinesbi.com/sbcollect/icollecthome.htm>).

The reference number should be filled in the application form along with the copy of the receipt and applications should be addressed to:

***The Registrar
School of Planning and Architecture, Vijayawada
Survey No.4/4, I.T.I Road,
Vijayawada, (AP) - 520 008***