

SCHOOL OF PLANNING AND ARCHITECTURE : NEW DELHI

APPOINTMENTS

Applications are invited from Indian Nationals for the following positions on regular basis:-

Sl. No.	Group A POSTS	UR	SC	ST	OBC	EWS	Total
1.	ASSISTANT REGISTRAR Pay Matrix (Level-10) (Rs. 56,100-Rs. 1,77,500) Age - Below 35 years *Post is to be filled up against leave vacancy, likely to continue further or regularised.	01*	-	-	-	-	01
2.	SPORTS OFFICER Pay Matrix (Level-10) (Rs. 56,100-Rs. 1,77,500) Age - Below 35 years	01	-	-	-	-	01
	Total	02	-	-	-	-	02

Sl. No.	Group B POSTS	UR	SC	ST	OBC	EWS	Total
1.	WORKSHOP SUPERINTENDENT Pay Matrix (Level-7) (Rs. 44,900-Rs. 1,42,400) Age - Between 30 & 45 years	01	-	-	-	-	01
2.	TECHNICAL ASSISTANT (MODEL) Pay Matrix (Level-6) (Rs. 35,400-Rs. 1,12,400) Age - Below 35 years	01	-	-	-	-	01
3.	TECHNICAL ASSISTANT (Erstwhile Tech. Asstt. Prog.) Pay Matrix (Level-6) (Rs. 35,400-Rs. 1,12,400) Age - Below 35 years	01	-	-	-	-	01
	Total	03	-	-	-	-	03

Sl. No.	Group C POSTS	UR	SC	ST	OBC	EWS	Total
1.	ESTATE SUPERVISOR Pay Matrix (Level-4) (Rs. 25,500-Rs. 81,100) Age - Below 30 years	01	-	-	-	-	01
2.	JUNIOR LIBRARY & INFORMATION ASSISTANT (Erstwhile Library Assistant) Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 27 years	01	01	-	-	-	02
3.	JUNIOR LIBRARY & INFORMATION ASSISTANT (Erstwhile Library Clerk) Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	-	-	-	01	-	01
4.	DRIVER Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 35 years	01	-	-	-	-	01
5.	PLUMBER Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
6.	ELECTRICIAN Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	02	-	-	01	-	03
7.	MECHANIC Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
8.	CARPENTER Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
9.	JUNIOR TECHNICAL ASSISTANT (Erstwhile Ferro Printing Assistant) Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
	Total	09	01	-	02	-	12*

* Out of total 12 Positions, one Position is reserved for PwD (HH) candidates for Group C posts, except Driver which is not identified suitable for reservation under PwD Category.

Abbreviations:

Note :-UR: Unreserved, **SC:** Scheduled Caste, **ST:** Scheduled Tribe, **OBC:** Other Backward Caste, **EWS:** Economically Weaker Section, **PwD (HH):** Person with Disabilities (Hearing Impaired)

EDUCATIONAL AND OTHER QUALIFICATIONS

QUALIFICATIONS FOR THE POST OF ASSISTANT REGISTRAR

Essential:

(i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale with good academic record as laid down by the UGC shall continue to be in force.

Desirable: ICWA/LLB/MBA/SAS

QUALIFICATIONS FOR THE POST OF SPORTS OFFICER

Essential:

(i) Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.

(ii) Record of having represented the University/College at the inter-university/inter-collegiate competitions or the State and/or national championships.

(iii) Passed the physical fitness test.

(iv) Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC.

(v) Holders of Ph.D. degree as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D. Degree), Regulations, 2009 and so adopted by the University shall be exempted from NET/SLET/SET.

QUALIFICATIONS FOR THE POST OF WORKSHOP SUPERINTENDENT

Essential:

(i) Diploma in Mechanical/Civil Engineering from a recognized Institution or equivalent with at least eight years experience in a Workshop of Industrial Establishment or Teaching Institution. **OR**

National Apprenticeship/Trade Certificate in Machine Shop with twenty years skilled working experience in (a) Machine Shop and Tool Room; (b) Rolling, Forging and Pressing; (c) Foundry; (d) Wood Working Machine Carpentry; and (e) Sheet Metal Shop; (ii) Repair of equipments of a technological institution and having a skilled workshop experience in Machine, Rolling, Forging; Foundry; Wood Working etc.

Desirable: (i) Ability to assist in conduct of all aspects of workshop practice for Graduate and Post-Graduate students; and (ii) Ability to design and fabricate jobs in connection with research work and students study model with fifteen years' experience.

QUALIFICATIONS FOR THE POST OF TECHNICAL ASSISTANT (MODELS)

Essential:

(i) B.E./B.Tech/B.Sc Engg or equivalent qualifications from a recognized University and three years of experience OR Diploma in Craftsmanship or Civil Engineering (3 years duration) from a recognized university or Board or its equivalent qualifications and Five years of experience in a workshop.

(ii) Knowledge of reading of drawing.

(iii) Preparation of models in wood or other materials.

QUALIFICATIONS FOR THE POST OF TECHNICAL ASSISTANT (ERSTWHILE TECH. ASSTT. PROG.)

Essential:

(A) (i) Degree in Engineering or Masters Degree in Science (in Information Technology) or Masters Degree in Computer Application or equivalent Degree from a recognized University/Board.

(ii) Three years experience in a recognized/reputed Institution/Autonomous organization. **OR**

(B) (i) Diploma in Engineering or Post Graduate Diploma in Computer Application from a recognized University/Board.

(ii) Five years experience in dealing with computer application in a reputed Institute/Autonomous organization.

Desirable : Experience in handling Engineering Equipment and knowledge of operating computer machines.

QUALIFICATIONS FOR THE POST OF ESTATE SUPERVISOR

Essential:

(i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board and (ii) Ex-Junior Commissioned Officer or equivalent ranks with at least 5 years as a Junior Commissioned Officer from Army/Navy/Air Force with experience in Security and Public Health area.

QUALIFICATIONS FOR THE POST OF JUNIOR LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY ASSISTANT)

Essential:

(i) Sr. Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board.

(ii) Certificate in Library Science from a recognized University/ Board/ Institution.

Desirable : Knowledge of Computer in Library work.

QUALIFICATIONS FOR THE POST OF JUNIOR LIBRARY & INFORMATION ASSISTANT (ERSTWHILE LIBRARY CLERK)

Essential:

(i) Sr. Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board.

(ii) Certificate in Library Science from a recognized Institute or equivalent qualification.

(iii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depression per hour on an average or five key depressions for each word).

QUALIFICATIONS FOR THE POST OF DRIVER

Essential:

(i) Senior Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board.

(ii) Two years experience as a Car/Station Wagon Driver having a valid driving license of light traffic vehicle in a reputed organization.

(iii) Knowledge of Car Mechanism.

Desirable: One year experience in a leading workshop.

QUALIFICATIONS FOR THE POST OF PLUMBER

Essential:

(i) Certificate in Plumbing from a recognized Industrial Training Institute or its equivalent qualification.

(ii) Two year experience of Plumbing working in a reputed shop or organization.

QUALIFICATIONS FOR THE POST OF ELECTRICIAN

Essential:

(i) Certificate in Electrician from a recognized Industrial Training Institute of National Apprenticeship Certificate or equivalent Qualification.

(ii) Two years experience of Electrician work in a reputed shop or organization.

QUALIFICATIONS FOR THE POST OF MECHANIC

Essential:

(i) Certificate in Mechanical Engineering from a recognized Industrial Training Institute of National Apprenticeship Certificate or equivalent Qualification.

(ii) Two years practical experience in Precision Lathe work, Milling, shaping, Brazing Black - Smithy and Carpentry, with elementary Knowledge of Building Construction Estimating and Mechanical Drawing Electrician work in a reputed shop or organization.

Desirable: Ability to impart instruction of the trade in a School or College.

QUALIFICATIONS FOR THE POST OF CARPENTER

Essential:

(i) Certificate in Carpenter trade from a recognized Industrial Training Institute or National Apprenticeship Certificate or equivalent qualification.

(ii) Two years practical experience as Carpenter work in a reputed shop or organization.

Desirable : Ability to impart instruction of the trade in a School or College.

QUALIFICATIONS FOR THE POST OF JR. TECHNICAL ASSISTANT (ERSTWHILE FERRO PRINTING ASSISTANT)

Essential:

(i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.

(ii) Certificate from a recognized Industrial Training Institute or its equivalent.

(iii) One year experience in operation of computers and printer operation.

GENERAL CONDITIONS/INSTRUCTIONS:

- Application(s) should be made on the prescribed form, which can be downloaded from the School's website www.spa.ac.in along with fee payment receipt. Applications addressed to the Registrar, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002, must reach within **11 days** of the publications of this advertisement in the Employment News in a envelop superscribed as "Application for the Post....." by speed post only.

- Application Fee:** Rs. 1,000/- for General and OBC Category
Rs. 600/- for SC/ST/PWD/EWS Category/Women

Application fees needs to be paid online through SBI Collect, by logging on SPA Delhi website under online payment (SBI Collect) tab or directly visiting at SBI Collect Website.

- Candidates must ensure that he / she fulfills all eligibility criteria as stipulated in this advertisement and candidates will be called for the written test/Interview based on the information provided in the application form. The education qualifications/ experience will be verified at later stage of only those candidates who qualify written test/Interview. Therefore candidates need to keep record of all documents/

For more details see Employment News Vol-21 Dt. 31 Oct. - 6 Nov.-20