



# SCHOOL OF PLANNING AND ARCHITECTURE

An "Institution of National Importance" under an Act of Parliament  
(Ministry of HRD, Govt. of India)

4, Block-B, Indraprastha Estate, New Delhi - 110 002

Tel: 011-23702380-82, Fax: 011-23702383 www.spa.ac.in

## APPOINTMENTS

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

Sl. No.	Group B POSTS	UR	SC	ST	OBC	EWS	Total
1.	<b>SECTION OFFICER</b> Pay Matrix (Level-7) (Rs. 44,900-Rs. 1,42,400) Age - Below 35 years	01	-	-	-	-	01
2.	<b>PERSONAL ASSISTANT</b> Pay Matrix (Level-6) (Rs. 35,400-Rs.1, 12,400) Age - Below 35 years	04	01	-	02	-	07 (1 PWD-B, LV)
3.	<b>SENIOR ASSISTANT</b> Pay Matrix (Level-6) (Rs. 35,400-Rs.1, 12,400) Age - Below 35 years	02	-	-	-	-	02

Sl. No.	Group C POSTS	UR	SC	ST	OBC	EWS	Total
1.	<b>ASSISTANT</b> Pay Matrix (Level-4) (Rs. 25,500-Rs. 81,100) Age - Below 30 years	02	-	-	-	-	02
2.	<b>STENOGRAPHER</b> Pay Matrix (Level-4) (Rs. 25,500-Rs.81,100) Age - Below 30 years	05	-	-	-	-	05
3.	<b>JUNIOR ASSISTANT</b> Pay Matrix (Level-2) (Rs. 19,900-Rs. 63,200) Age - Below 27 years	08	02	01	04	01	16 (1 PWD-BL, OL)
4.	<b>HINDI TYPIST</b> Pay Matrix (Level-2) (Rs.19,900-Rs. 63,200) Age - Below 30 years	01	-	-	-	-	01
<b>Total</b>							<b>34</b>

### Abbreviations:

UR: Unreserved, SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Caste, EWS: Economic Weaker Section, PWD-B, LV: Persons with Disabilities-Blind, Low Vision, PWD-BL, OL: Persons with Disabilities - Both Leg, One Leg.

### EDUCATION QUALIFICATION & EXPERIENCE

#### 1. QUALIFICATIONS FOR THE POST OF SECTION OFFICER

##### Essential:

- Post graduate Degree in Commerce/Arts or equivalent examination of a recognized University and 5 years experience as Assistant or equivalent in educational/administrative Institution (Govt. of India or autonomous bodies) and having practical knowledge in accounts/ academic administration.

##### Desirable:

Preference will be given to qualified SAS examination from the recognized services and also who have good practical knowledge of computer.

#### 2. QUALIFICATIONS FOR THE POST OF PERSONAL ASSISTANT

##### Essential:

- Bachelor's Degree from a recognized University/Board.
- Shorthand speed of 100 words per minute and typewriting speed of 40 words per minute in English.
- 5 years experience in a well established / reputed office.

#### 3. QUALIFICATIONS FOR THE POST OF SENIOR ASSISTANT

##### Essential:

- Bachelor's Degree from a recognized University/Board.
- 5 years experience of Accounts/Establishment Maintenance and/ or Purchase and/or Stores etc. in a well-established / reputed office.

#### 4. QUALIFICATIONS FOR THE POST OF ASSISTANT

##### Essential:

- Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.
- Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi which will be taken on computer (correspond to 10500 KDPH in English or 9000 KDPH on an average of 5 depressions for each word)
- At least 5 years experience in clerical job in a reputed office.

##### Desirable:

Diploma/Certificate of Office Management/ Secretarial Practice/ NIELIT 'O' Level/ Computer Literacy Certificate.

#### 5. QUALIFICATIONS FOR THE POST OF STENOGRAPHER

##### Essential:

- Degree in Arts or Science or Commerce from a recognized University/Board.
- Shorthand speed of 80 words per minute and typewriting speed of 40 words per minute in English.
- 5 years experience in a well established/ reputed office.

#### 6. QUALIFICATIONS FOR THE POST OF JUNIOR ASSISTANT

##### Essential:

- Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board.
- 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 of five key depressions for each word).

##### Desirable:

Diploma/Certificate in Office Management/Secretarial Practice/(O.M.S.P.) or DOEACC "O" Level OR NIELIT/Computer Literacy Certificate from recognized Institution.

#### 7. QUALIFICATIONS FOR THE POST OF HINDI TYPIST

##### Essential:

- Sr. Secondary Examination (12th Standard) with Hindi as one of the subject or equivalent qualification from a recognized University/Board.
- Typewriting speed of 30 words per minute in Hindi on computer (30 words per minute correspond to 9000 key depression per hour on an average of five key depressions for each word).

#### 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](http://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 one month of the publication of this advertisement in the Employment News, in a envelop superscribed as "Application for the Post.....".
- Application Fee: Rs. 1000/- for General and OBC Category
- Rs. 600/- for SC/ST/PWD Category

- 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 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. Therefore candidates need to keep record of all documents/ testimonials readily available with them so that they can produce certified copies along with originals whenever required for verification after declaration of the result of written examination.

- No documents are to be attached with the application form except fees receipt. Candidates need to provide self-attested copies along with original at the time of documents verification. Candidates will be informed for document verification through email / website, after declaration of the result of the written examinations.
- Applicants who are in employment of Government/Semi-Government organizations or any Government Undertaking or autonomous body must send their application(s) through proper channel.
- The School will not be responsible for any postal loss or delay.
- All correspondence & intimation shall be carried through the E-mail Id of candidates mentioned in application form or by notifying relevant information on SPA Delhi website no intermediate enquiry will be entertained, the date of interview/test will be notified on the website and through email of the eligible candidates.
- Merely possessing the qualification & requisite experience would not entitle a person to be shortlisted/ selected.
- Selection will be made based on performance in written/skill test as applicable for post.
- Amendment/ change, if any, shall be notified on the website of SPA Delhi, therefore candidates/applicants may visit School website time to time in this regard.

- The School reserves the right to:

- Fix the criteria for screening the applications, if required;
- Increase/decrease the number of vacancies;
- Frame a panel for filling up future vacancies arising during the validity of panel which is valid for one year.
- Not to fill up any of the advertised positions.
- Modify/withdraw/cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter; and
- Alter/insert any corrections/additions in the advertisement / website in the event of any typographical error, etc. before the last date of receipt of applications. The candidates are advised to visit the School website regularly.

- Age relaxation will be given to the SC/ST/OBC/PWD/Ex-Servicemen persons working under Government organizations/PSU/Autonomous Bodies/Central/ State Government as per Government of India rules.
- The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates should produce certificate issued from a Competent Authority. The candidates who are not in the Central list of OBC under creamy layer shall not apply for the post(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the candidature/appointment shall be terminated with immediate effect.
- The Reservation to EWS candidates shall be applicable as per directives of the

Continued on page 4

Continued from page 3

- Government of India amended from time to time. Candidates should produce EWS certificate issued from a Competent Authority.
- Separate application shall be filled up for each post, if applying for more than one post, along with Application Fee for every application.
- The services of Personal Assistant and Stenographers shall also be utilized for other ministerial services. The knowledge of Computer operation is a must.
- Appearing in the test (s) will be provisional, subject to fulfilling various conditions given in this advertisement. In case an applicant does not meet the minimum eligibility criteria prescribed for the post and appears in the examination, it will be at the applicant's own risk and cost and if it is detected / does not fulfill eligibility criteria, the candidature shall be cancelled without assigning any reason.
- The date for determining the eligibility criteria, upper age limit, etc. shall be

reckoned from the last date of submission of application.

Last Date of submission of application is within one month of the publication of this advertisement in the Employment News.

#### Note:

- Applications are to be filled in English, neatly, in candidates' own handwriting or typed.
- No copies of certificates, marks sheets, testimonials etc. are to be attached with the application except fee receipt. The documents will be verified at the time of document verification process.
- Kindly use an additional sheet wherever required.
- Incomplete application form will be rejected.
- No TA/DA will be paid to the outstation candidates called for written test/skill test.

EN 13/38

REGISTRAR