



School of Planning and Architecture, Bhopal

(An Autonomous Institution of MHRD, Govt. of INDIA)

Neelbad Road, Bhauri, Bhopal (MP)-462 030

Advt: Rect./01/2013

Dated: 23.01.2013

The Institute has been established by the Ministry of Human Resource Development in the year 2008 to cater to the growing demand of Architects and Planners and to promote advance research in this field. The Institute is offering Bachelors and Masters Degree as well as Doctoral and Post Doctoral Programs in Architecture and Planning.

In order to expand its activities, the Institute invites applications from **Indian Nationals** for the following Academic & Non-Academic positions. **The Institute is looking for dedicated and committed candidates to fill up the following vacancies to work at its residential campus at Bhauri, Bhopal, 25 Kms out of City Centre of Bhopal.**

RECRUITMENT FOR ACADEMIC POSITIONS

[Code- 01] PROFESSOR (₹.37400-67000 with AGP of ₹.10000) in the Department of Architecture, 01 Post (Un-reserved)

The Basic Pay of directly recruited Professor will be fixed initially at minimum of ₹.53000 (Pay in the Pay Band ₹.43000 + AGP of ₹.10000) initial Gross Salary in the above Basic Pay will be ₹.104512 (approx.)

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. with minimum 60% aggregate marks at Bachelor's or Master's level in **Architecture** discipline. **Minimum 10 years experience in teaching/Post Doctoral Research /Professional work** with at least **5 years experience of teaching at a University**. The candidates should have experience of teaching Post Graduate and PhD courses in internationally recognized institutions. Minimum experience of 10 years should be excluding the years required in attaining essential qualifications.

NOTE: Candidate with mixed experience of teaching and practice and with Bachelor's Degree in Architecture and Master's Degree in Architecture having 60% at either of the level and having done professional work which is significant and can be recognized as equivalent to Ph.D in Architecture and with 13 years of experience, out of which 5 years should be at Senior Level, may also be considered.

DESIRABLE (i) Membership of relevant professional bodies (ii) Research/ Professional work publications in recognized/refereed journals. (iii) Supervised Post-Graduate and PhD scholars.(iv)Awards in research/professional work.(iv) Administrative experience at senior level. (vi) International academic exposure would be given preference.

[Code- 02] PROFESSOR (₹.37400-67000 with AGP of ₹.10000) in the Department of Planning, 01 Posts (Un-reserved)

The Basic Pay of directly recruited Professor will be fixed initially at minimum of ₹.53000 (Pay in the Pay Band ₹.43000 + AGP of ₹.10000) initial Gross Salary in the above Basic Pay will be ₹.104512 (approx.)

ESSENTIAL QUALIFICATION & EXPERIENCE :

Ph.D. with minimum 60% aggregate marks at Bachelor's or Master's level in **Planning** discipline. **Minimum 10 years experience in teaching/Post Doctoral Research /Professional work** with at least **5 years experience of teaching at a University**. The candidates should have experience of teaching Post Graduate and PhD courses in internationally recognized institutions. Minimum experience of 10 years should be excluding the years required in attaining essential qualifications.

NOTE: Candidate with mixed experience of teaching and practice and with Bachelor's Degree in Architecture/Planning and Master's Degree in Planning having 60% at either of the level and having done professional work which is significant and can be recognized equivalent to Ph.D in Planning and with 13 years of experience, out of which 5 years should be at Senior Level, may also be considered.

DESIRABLE (i) Membership of relevant professional bodies (ii) Research/ Professional work publications in recognized/refereed journals. (iii) Supervised Post-Graduate and PhD scholars.(iv)Awards in research/professional work.(iv) Administrative experience at senior level. (vi) International academic exposure would be given preference.

[Code-03] ASSOCIATE PROFESSOR (₹.37400-67000 WITH AGP OF ₹.9000) in the Department of Architecture, 01 Post (Un-reserved)

S.No.	Department	Number of post	Desirable Specialization
1	Architecture	01	Landscape / Conservation

The Basic Pay of directly recruited Associate Professor will be fixed initially at minimum of ₹.46400(Pay in the Pay Band ₹.37400 + AGP of ₹.9000) initial Gross Salary in the above Basic Pay will be ₹.91840 (approx.)

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. with 60% aggregate marks at Bachelor's in Architecture or Master's level in Architecture or in relevant discipline. **Minimum 8 years of experience in teaching/Post Doctoral Research /Professional work at a University/institute/Organization in the Revised Pay Scale of ₹.15600-39100** or equivalent. The candidates should have experience of teaching Post Graduate and PhD courses in internationally recognized institutions. Minimum experience of 8 years should be excluding the years required in attaining essential qualifications.

The candidate not possessing the Ph.D degree but having minimum 10 years of mixed experience in teaching/Post Doctoral Research /Professional work with at least 6 years experience of teaching at a University/institute in the Revised Pay Scale of ₹.15600-39100 or equivalent may also be considered, if they meet other requirements.

NOTE: Candidate from Practice with Bachelor's Degree in Architecture and Master's Degree in Architecture or in relevant discipline having 60% at either of the level and having done professional work which is significant and can be recognized as equivalent to Ph.D in Architecture and with 10 years of professional experience, out of which 3 years should be at Senior Level, may also be considered.

DESIRABLE (i) Membership of relevant professional bodies (ii) Research/ Professional work publications in recognized/refereed journals. (iii) Supervised Post-Graduate and Ph.D scholars.(iv)Awards in research/ professional work.(iv) Administrative experience at senior level. (vi) International academic exposure would be given preference.

[Code-04] ASSOCIATE PROFESSOR (₹.37400-67000 WITH AGP OF ₹.9000) in the Department of Planning, 01 Post (Un-reserved)

S.No.	Department	Number of post	Desirable Specialization
1	Planning	01	Environmental Planning

The Basic Pay of directly recruited Associate Professor will be fixed initially at minimum of ₹.46400(Pay in the Pay Band ₹.37400 + AGP of ₹.9000) initial Gross Salary in the above Basic Pay will be ₹.91840 (approx.)

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. with 60% aggregate marks at Bachelor's or Master's level in **Planning** or in relevant discipline. **Minimum 8 years of experience in teaching/Post Doctoral Research /Professional work at a University/institute/Organization in the Revised Pay Scale of ₹.15600-39100** or equivalent. The candidates should have experience of teaching Post Graduate and PhD courses in internationally recognized institutions. Minimum experience of 8 years should be excluding the years required in attaining essential qualifications.

The candidate not possessing the Ph.D degree but having minimum 10 years of mixed experience in teaching/Post Doctoral Research /Professional work with at least 6 years experience of teaching at a University/institute in the Revised Pay Scale of ₹.15600-39100 or equivalent may also be considered, if they meet other requirements.

NOTE: Candidate from Practice with Bachelor's Degree and Master's Degree in Planning or in relevant discipline having 60% at either of the level and having done professional work which is significant and can be recognized as equivalent to Ph.D in Planning and with 10 years of professional experience, out of which 3 years should be at Senior Level, may also be considered.

DESIRABLE (i) Membership of relevant professional bodies (ii) Research/ Professional work publications in recognized/refereed journals. (iii) Supervised Post-Graduate and Ph.D scholars.(iv)Awards in research/ professional work.(iv) Administrative experience at senior level. (vi) International academic exposure would be given preference.

[Code-05] ASSISTANT PROFESSOR (₹.15600-39100 with AGP of ₹.6000) in the Department of Architecture, 03 Posts (02-Un-reserved, 01-SC/ST)

S.No.	Department	Number of post	Desirable Specialization
1	Architecture	03	Landscape Design/ Architecture/ Building Engineering Management/ Structural Engineering & Design

The Basic Pay of directly recruited Assistant Professor will be fixed initially at minimum of ₹.21600(Pay in the Pay Band ₹.15600+ AGP of ₹.6000) initial Gross Salary in the above Basic Pay will be ₹.44224 (approx.)

ESSENTIAL QUALIFICATION & EXPERIENCE

Master's Degree or equivalent PG Diploma & Bachelor's Degree with 60% aggregate marks at any one of the levels in discipline of Architecture or in relevant discipline. **Minimum two years of teaching/ research/ professional experience** excluding the years required in attaining essential qualification.

DESIRABLE: (i) Doctoral Degree. (ii) Membership of relevant professional bodies. (iii) Published research/professional work. (iv) Awards in research/professional work.

NOTE:

- I. Candidate, who at the time of their recruitment as Assistant Professor possesses Doctoral Degree shall be granted **7 advance non compounded increments** at **initial Basic Pay** in revised Pay Scale as per the 6th Central Pay Commission recommendations. This benefit may be extended to those candidates also, who would receive their Ph.D award within one year of their date of appointment at SPA Bhopal with effect from the award of Ph.D Degree.
- II. The deserving candidates may be offered higher Academic Grade Pay (AGP) of ₹.7000 & ₹.8000 in the above Pay Band commensurate with their higher qualification and longer experience as per the UGC norms and as per recommendations of the Selection Committee and also depending upon the available positions.

[Code-06] ASSISTANT PROFESSOR (₹.15600-39100 with AGP of ₹.6000) in the Department of Planning, 02 Post (01-Un-reserved, 01-SC/ST)

S.No.	Department	Number of post	Desirable Specialization
1	Planning	02	Housing/ Transport Planning/Environmental Planning/Infrastructure Development/ Geographical Information System(GIS)*

The Basic Pay of directly recruited Assistant Professor will be fixed initially at minimum of ₹.21600(Pay in the Pay Band ₹.15600+ AGP of ₹.6000) initial Gross Salary in the above Basic Pay will be ₹.44224 (approx.)

ESSENTIAL QUALIFICATION & EXPERIENCE

Master's Degree or equivalent PG Diploma & Bachelor's Degree with First Class or 60% aggregate marks at any one of the levels in discipline of Planning or in relevant discipline. [*** M. Planning with First Class or 60% aggregate marks OR M.Sc. (Geoinformatics/ Remote Sensing) with First Class or 60% aggregate marks**] **Minimum two years of teaching/ research/ professional experience** excluding the years required in attaining essential qualification.

DESIRABLE: (i) Doctoral Degree. (ii) Membership of relevant professional bodies. (iii) Published research/professional work. (iv) Awards in research/professional work.

NOTE:

- I. Candidate, who at the time of their recruitment as Assistant Professor possesses Doctoral Degree shall be granted **7 advance non compounded increments** at **initial Basic Pay** in revised Pay Scale as per the 6th Central Pay Commission recommendations. This benefit may be extended to those candidates also, who would receive their Ph.D award within one year of their date of appointment at SPA Bhopal with effect from the award of Ph.D Degree.
- II. The deserving candidates may be offered higher Academic Grade Pay (AGP) of ₹.7000 & ₹.8000 in the above Pay Band commensurate with their higher qualification and longer experience as per the UGC norms and as per recommendations of the Selection Committee and also depending upon the available positions.



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NON ACADEMIC POSITIONS

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1.	<p>Registrar Pay Scale PB-4 ₹.37400-67000 with Grade Pay of ₹.10000 The Basic Pay of directly recruited Registrar will be fixed initially at minimum of ₹.53000 (Pay in the Pay Band ₹.43000 + GP of ₹.10000)</p> <p>Gross Pay=₹.104512 (approx.)</p> <p>Age : 55 Years Maximum</p>	<p>01*</p> <p>*(On tenure of 05 Years)</p> <p>Group 'A'</p>	<p>ESSENTIAL QUALIFICATION: 1. Master Degree with at least 55% of the Marks in any discipline or its equivalent grade of 'B' in the UGC 7 point scale.</p> <p>ESSENTIAL EXPERIENCE: 1. At least 15 years of experience as Assistant Professor in the AGP of ₹.7000 and above or with 8 years of service in the AGP of ₹.8000 and above or equivalent including as Associate Professor along with experience in educational administration. OR 2. Comparable experience in research establishment and/or other institution of higher education. OR 3. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar on an equivalent post.</p> <p>DESIRABLE: 1. Qualification in area of Architecture/Planning/ Engineering/ Design.</p>
2.	<p>Assistant Librarian Pay Scale PB-3 ₹.15600-39100 with Academic Grade Pay of ₹.6000 The Basic Pay of directly recruited Assistant Librarian will be fixed initially at minimum of ₹.21600 (Pay in the Pay Band ₹.15600+ AGP of ₹.6000)</p> <p>Gross Pay: ₹.44224 (approx.)</p> <p>Age : 45 Years Maximum</p>	<p>01</p> <p>Group 'A'</p>	<p>ESSENTIAL QUALIFICATION: 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.</p> <p>2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>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</p> <p>ESSENTIAL 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 ₹.9300-34800 with Grade Pay of ₹.4200 or equivalent.</p>

Gross Pay includes Basic, HRA@20% of Basic, TA@ Bhopal, & DA@72% as presently applicable

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
3.	<p>Private Secretary Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4600</p> <p>The Basic Pay of directly recruited Private Secretary will be fixed initially at minimum of ₹.17140 (Pay in the Pay Band ₹.12540 + GP of ₹.4600)</p> <p>Gross Pay = ₹.34285 (approx.)</p> <p>Age : 45 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE :</p> <ol style="list-style-type: none"> 1. Graduate Degree from a recognized University with good academic record. 2. At least (03) three years of experience as Personal Assistant in the Pay Scale of PB-2 (₹.9300-34800 with Grade Pay of ₹.4200) or ₹.5000-8000 (pre-revised scale) or equivalent in Central/ State Govt. or any PSU/Corporation under Govt. or Autonomous Bodies/Reputed recognized University/ Institution. <p>DESIRABLE QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Well versed in computerized word processing 2. Proficient in short hand English (100 W.P.M.) & Typing English (40 W.P.M.) 3. Diploma in Office Management & Secretarial Procedures or equivalent
4.	<p>Graphic Designer/ Senior Technical Assistant (Publications) Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4600</p> <p>The Basic Pay of directly recruited Graphic Designer/ Sr. Tech.Asstt. will be fixed initially at minimum of ₹.17140 (Pay in the Pay Band ₹.12540 + GP of ₹.4600)</p> <p>Gross Pay = ₹.34285 (approx.)</p> <p>Age : 45 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1.Master Degree in Design or PG Diploma in Design with 02 Years of experience in publishing industry/ research with adequate working knowledge of publishing platforms like Adobe CS/ Corel/ Quark etc.</p> <p>DESIRABLE EXPERIENCE:</p> <ol style="list-style-type: none"> 1. Working knowledge of New Media Publishing platforms
5.	<p>Graphic Assistant/ Technical Assistant (Publications) Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Graphic Asstt./ Tech. Asstt. will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200)</p> <p>Gross Pay=₹.27296 (approx.)</p> <p>Age : 40 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1.Bachelor Degree in Design or Diploma in Design with 02 Years of experience in publishing industry/ research with adequate working knowledge of publishing platforms like Adobe CS/ Corel/ Quark etc.</p> <p>DESIRABLE EXPERIENCE:</p> <ol style="list-style-type: none"> 1. Working knowledge of New Media Publishing platforms
6.	<p>Workshop Supervisor Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Workshop Supervisor/ Supdt. will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200)</p> <p>Gross Pay=₹.27296 (approx.)</p> <p>Age : 40 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <ol style="list-style-type: none"> 1. Bachelor Degree in Civil or Mechanical / Design or PG Diploma in Industrial Design. 2. Experience of handling Workshop and demonstration for minimum 02 years at University level institutions.

Gross Pay includes Basic, HRA@20% of Basic, TA@ Bhopal, & DA@72% as presently applicable

S. N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
7.	<p>Nursing Assistant Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Nursing Assistant will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200) Gross Pay= ₹.27296 (approx.) Age : 40 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1. Intermediate OR 10+2 OR Equivalent and must have passed the course prescribed by the Nursing Council with 3 years programme in General Nursing and Midwifery. Must be registered with Indian Nursing Council / State Nursing Council.</p> <p>2. 02 years nursing experience in a hospital recognized by the Central or State Nursing Council or at a medical dispensary of any Government institution.</p>
8.	<p>Accountant Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Accountant will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200) Gross Pay= ₹.27296 (approx.) Age : 40 Years Maximum</p>	02 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1. Master Degree in Commerce with good academic record.</p> <p>2. At least 3 years of experience in the revised Pay Scale PB-1 (Rs.5200-20200 + GP Rs.2000) or equivalent in the field of Audit/Stores/Purchase/Accounts/Finance in a Government/ Semi. Government/ Department /institutional Autonomous Bodies/ reputed recognized University/ institutions.</p>
9.	<p>Multi Skill Assistant/ Junior Superintendent Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Multi Skill Asstt./ Jr.Suptd. will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200) Gross Pay= ₹.27296 (approx.) Age : 40 Years Maximum</p>	03 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1. Master Degree in any discipline with good academic record & with PGDCA (Post Graduate Diploma in Computer Application) / DCA (Diploma in Computer Application)/ from Govt. Polytechnic/ reputed recognized University/DOEACC 'A' Level. OR Bachelor Degree in technical discipline such as Engineering/Architecture/ Planning.</p> <p>2. At least 3 years of experience in the revised Pay Scale PB-1 (Rs.5200-20200 + GP Rs.2000) or equivalent in the field of Recruitment/ Establishment / Estate Management/ Academic Resources Management/ Administration/ Academics/ Examination in a Government/ Semi. Government/ Department /institutional Autonomous Bodies/ reputed recognized University/ institutions.</p>
10.	<p>Personal Assistant Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Personal Asstt. will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200) Gross Pay= ₹.27296 (approx.) Age : 40 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1. Bachelor Degree in any discipline and Diploma in Stenography & Secretarial Practice from a reputed Institute with a speed of 100/30 wpm in English Shorthand /typing.</p> <p>2. At least 03 years of experience of computer's office applications.</p>
11.	<p>Junior Engineer (Civil) Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited J.E.(Civil) will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200) Gross Pay= ₹.27296 (approx.) Age : 40 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1. Bachelor Degree in Civil Engineering from a reputed Institution.</p> <p>2. At least, 03 years experience in construction of Multicore building projects as per Government/CPWD norms. The candidate must be proficient in planning, estimation, tendering, Preparation of BOQ as per CPWD norms Desirable: (i) Sound knowledge of Auto –CAD & office applications on computer.</p>

S.N.	Post & Pay Scale	No. of Post	Essential Qualification & Experience
12.	<p>Junior Engineer (Electrical) Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200 The Basic Pay of directly recruited J.E.(Electrical) will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200) Gross Pay= ₹.27296 (approx.) Age : 40 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE : 1. Bachelor Degree in Electrical Engineering from a reputed Institution. 2. At least, 03 years experience in construction of Multicore building projects as per Government/CPWD norms. The candidate must be proficient in planning, estimation, tendering, Preparation of BOQ as per CPWD norms.</p>
13.	<p>Library Assistant Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2000 The Basic Pay of directly recruited Library Asstt. will be fixed initially at minimum of ₹.8460 (Pay in the Pay Band ₹.6460 + GP of ₹.2000) Gross Pay= ₹.16931 (approx.) Age : 35 Years Maximum</p>	02 Group 'C'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE 1. Graduate Degree from recognized University with good academic record. 2. Degree/Diploma/Certificate course in Library Science/Information Technology from recognized Institutions. 3. At least (01) One years post qualification experience for handling the records/catalog/Journals/Books/e-Books in the Library of Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution. Desirable Qualification: Computer Diploma/ Certificate from any reputed recognized University/Institution.</p>
14.	<p>Hostel Assistant/ Hostel Caretaker Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.1900 The Basic Pay of directly recruited Hostel Asstt./Hostel Caretaker will be fixed initially at minimum of ₹.7730 (Pay in the Pay Band ₹.5830 + GP of ₹.1900) Gross Pay= ₹.15529 (approx.) Age : 35 Years Maximum</p>	01 Group 'C'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE 1. 10+2 with Diploma in Hotel Management OR Graduate in any discipline. 2. At least two years/three years experience as Caretaker in a residential establishment like staff Hostel/Student Hostel.</p>
15.	<p>Lab Attendant Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.1800 The Basic Pay of directly recruited Lab Attendant will be fixed initially at minimum of ₹.7000 (Pay in the Pay Band ₹.5200 + GP of ₹.1800) Gross Pay= ₹.14128 (approx.) Age : 35 Years Maximum</p>	01 Group 'C'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE 1. Bachelor Degree in any discipline with good academic record. 2. Computer or any Technical Diploma/ Certificate from any reputed recognized University/ Institution 3. At least 01 year of post qualification experience in Computer Lab/ Graphics Lab/Surveying Lab/Workshops as Attendant in a Government/ Semi. Government / Department / Autonomous Bodies/ reputed recognized University/ institutions/Multinational Company.</p>

Gross Pay includes Basic, HRA@20% of Basic, TA@ Bhopal, & DA@72% as presently applicable

GENERAL INFORMATION/ DETAILS ABOUT POSTS ADVERTISED

1. All Academic & Non Academic Positions at SPA Bhopal are for dedicated and committed candidates to work at the Institute permanent campus near Gram Bhauri, Bhopal.
2. Candidate selected for the post of Registrar, Assistant Librarian, Workshop Supervisor, Nursing Assistant, Junior Engineer (Civil), Junior Engineer (Electrical), Hostel Assistant/ Hostel Caretaker will be required to reside at the official accommodation in the campus when the campus housing will be ready.
3. The Institute will also consider any application on deputation basis at the discretion of SPA Bhopal considering the requirement of the Institute. The candidates willing to apply on deputation should clearly mention in their application and in forwarding letter from their institute. The new rule about mobility of employees in new institutions may be seen on website of the Higher Education Department in the Circular/Order/Notification Section. (http://mhrd.gov.in/sites/upload_files/mhrd/files/MobilityCEIs-2012_0.pdf)
4. All the above posts are as per the Central Government pay scale and as per UGC Norms and carry allowances like **House Rent Allowance(HRA) @ 20% of Basic Pay**, **Transport Allowance (TA)** as admissible to Central Government employees of the respective pay scale posted in Bhopal, **Dearness Allowance(DA) @72% of Basic Pay** as presently applicable. These posts will be governed by New Pension Scheme (NPS) of Govt. of India and will be eligible for other benefits like Medical, LTC, Children's Education etc & Cumulative Professional Development Allowance (CPDA for academic positions ₹.1.00 Lakh per year) as per the institute norms and various Govt. orders issued by the GOI time to time. Only institutional consultancy may be permissible to the faculty of the School as per rules approved from time to time by Government of India.
5. **The school reserves the right to increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for interviews and to accept or reject any application at any stage without assigning any reason.**
6. The school will not be responsible for any postal loss or delay in receipt of applications and the applications would not be received after the last date and returned.
7. The qualification prescribed should have been obtained from UGC/MHRD recognized Universities/ Institution. Degrees obtained from foreign institutions should be equivalent to UGC/AIU recognised degrees.
8. **Reservation SC/ST/OBC/PH/Ex-Servicemen etc. for the positions will be as per Govt. of India norms against submitting the Caste Certificate in the format as prescribed by the Govt. of India.**
9. **Persons serving in Govt./Semi Govt./PSUs/ Govt. Funded Institutions/University/Private University/Autonomous Bodies should send their application either THROUGH PROPER CHANNEL or should furnish a "NO OBJECTION CERTIFICATE "at the time of Written test/skill test/ interview. They can, however, send an advance copy along with the Demand Draft in original. If the application would not be forwarded through proper channel and/or the candidate would not produce No Objection Certificate at the time of written test/skill test/ interview, his/ her candidature will not be considered and no TA will be paid.**
10. Candidates applying for more than one post specified by separate code/serial no. may apply separately for each post indicating the name and code/serial no. of the post. Those applying for the post of Assistant Professor and are willing to be considered only for higher AGP of ₹.7000 or ₹.8000 should specify that in their application form. However, the Institute will accept such applications on its discretion as per availability of such posts.
11. The prescribed Essential Qualifications/Experience indicated are bare Minimum and mere possession of same will not entitle the candidates to be short-listed or called for interview. The candidate with higher qualification and relevant experience of longer duration in required field as mentioned in the respective post may be given preference. The institute reserves the right to short-list limited candidates amongst the eligible candidates as per the essential/desirable/ qualification and relevant experience of years.
12. Where number of applications received in response to an advertisement is large, it may not be possible for the institute to call all the candidates for written test/ skill test/ interview. The institute may restrict the number of candidates to a reasonable number to be called for written test /skill test/ interview on the basis of higher qualifications and relevant experience of years higher than that of the minimum prescribed in the advertisement.
13. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidences.
14. Relaxation in educational qualification, age and/or experience will be considered in case of exceptionally meritorious candidates. Relaxation in age will be provided as per Govt. of India norms for specific categories.

15. For All Non- Academic positions of Group 'B'(From Serial No. 03-12) & Group 'C' (Form Serial No. 13-15), the eligible candidates after Short-listing will be called for written test/ skill test before interview.
16. The candidates who have applied for the post of Junior Engineer (Civil) and Lab Attendant vide Advt No.01/2010 dated 12.02.2010 & Advt No.Rect./01/2011 dated 09.03.2011 need to apply afresh but they would not need to send the application fees.
17. Outstation candidates called for interview will be paid TA as per the norms of the institute. No international travel will be paid to any candidates.
18. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter and or after the selection procedures. The information shall be provided to the short listed candidates for Written test/Skill test/ interview by Speed-post and by e-mail. The offer letter of selected candidate shall be sent through Speed-post and by e-mail.
19. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
20. Application incomplete in any respect and not accompanied by relevant certificate/documents/photograph/DD will be summarily rejected. Self Attested copies of certificates, marks sheets, testimonials etc. are to be attached with the application.
21. Candidates not possessing Ph.D. Degree but willing to be considered for Professor and Associate Professor post, should submit the body of work which may be considered equivalent to Ph.D. for their candidature. This can be in the form of projects portfolio, published papers/ articles, Research project Reports etc.
22. The original documents will be verified at the time of interview. If the candidate fails to produce the original documents at the time of verification, he/she will not be able to attend the written test /skill test/ interview and no TA will be paid to him/her.
23. Please use a separate sheet wherever required. Incomplete applications will not be considered. Candidates are requested to use the soft copy of the appropriate application form.
24. Please ensure that you have written the option (Yes/No) regarding RTI Provisions in the application form.
25. Institute would welcome applications from Indian Nationals living abroad. Please note that Institute conducts faculty interviews in two stages Presentation followed by personal interview, hence applications can not be considered in absentia. The Institute proposes to conduct interviews in the second half of May 2013, hence, applicants are requested to plan their schedule according. International travel will not be paid to any candidates.

HOW TO APPLY

Please note that for Academic and Non Academic posts, there are different application forms. Interested candidates may download application form from our website www.spabhupal.ac.in and send duly filled application in the prescribed format, super-scribing the name of the post applied for, along with a Non refundable fee of :

₹.500 (For General & OBC) – For All Academic Position and for the post of Registrar & Assistant Librarian

₹.300 (For General & OBC) – For all Non- Academic Group 'B' & 'C' Position

by Demand Draft from any Nationalized Bank favoring Director, SPA Bhopal payable at Bhopal so as to reach the office of the Director indicated below upto 22.03.2013 by 05.00 PM.

SC/ST/ PWD (Persons with Disabilities) and Women candidates are not required to submit the application fees.

The complete application along with recent passport-size photograph and copies of relevant certificates and other testimonials in support of age, qualification, caste & experience etc. **should be sent in a closed cover super scribing.**

Application for Academic Position/Non-Academic Position for the post CODE No.[]/ Serial No.[] of
" _____ "

To

The Director
(Attention to: Recruitment Section)
School of Planning and Architecture, Bhopal
(An Autonomous Institution of MHRD, Govt. of India)
Present Campus: Sports Complex (First Floor), MANIT
Bhopal - 462051(INDIA) MP

So as to reach on or before 22.03.2013 by 5:00 PM

DIRECTOR