



School of Planning and Architecture, Bhopal

(An Autonomous Institution of MHRD, Govt. of INDIA)
Neelbad Road, Bhauri, Bhopal-462 030(MP)

NON ACADEMIC POSITIONS

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1.	<p>Estate Officer</p> <p>Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4800</p> <p>The Basic Pay of directly recruited Estate Officer will be fixed initially at minimum of ₹.18150 (Pay in the Pay Band ₹.13350+ GP of ₹.4800) Gross Pay = ₹.39635 (approx.) Age :45 Years Maximum</p>	<p>01</p> <p>Group 'B'</p>	<p>ESSENTIAL QUALIFICATION:</p> <p>1. B.E. (Civil)/B.Arch/ B.Plan /MBA with 55% marks or its equivalent grade</p> <p>ESSENTIAL EXPERIENCE:</p> <p>At least 5 years of experience in construction, building projects as per Government/CPWD norms or Campus facilities management in a reputed educational institute of which 3 years shall be as Project Officer/ Senior Supervisory position or equivalent post in the Pay Scale of ₹.9300-34800 with Grade Pay of ₹.4200/₹.4600 or equivalent.</p> <p>DESIRABLE:</p> <p>1. Experience as Campus Engineer or Institute Architect or Campus Manager at a reputed institute taking care of facilities/ building of the institute.</p>
2.	<p>Graphic Designer/ Senior Technical Assistant (Publications)</p> <p>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 = ₹.37514 (approx.) Age : 45 Years Maximum</p>	<p>01</p> <p>Group 'B'</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1.Master Degree in Design or PG Diploma in Design from a University or National Institute with 01 Year of post qualification experience in publishing industry/ research with adequate working knowledge of publishing platforms like Adobe CS/ Corel/ Quark etc.</p> <p>DESIRABLE EXPERIENCE:</p> <p>1. Working knowledge of New Media Publishing platforms</p>
3.	<p>Graphic Assistant/ Technical Assistant (Publications)</p> <p>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=₹.29870(approx.) Age : 40 Years Maximum</p>	<p>01</p> <p>Group 'B'</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE</p> <p>1.Bachelor Degree in Design or Diploma in Design from a University or National Institute with 02 Years of post qualification experience in publishing industry/ research with adequate working knowledge of publishing platforms like Adobe CS/ Corel/ Quark etc.</p> <p>DESIRABLE EXPERIENCE:</p> <p>1. Working knowledge of New Media Publishing platforms</p>

Gross Pay includes Basic, HRA@20% of Basic, TA@ Bhopal, & DA@90% as presently applicable

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
4.	<p>Assistant Sports Officer Pay Scale PB-2 ₹.9300-34800 with Grade Pay of ₹.4200</p> <p>The Basic Pay of directly recruited Assistant Sports Officer will be fixed initially at minimum of ₹.13500 (Pay in the Pay Band ₹.9300 + GP of ₹.4200)</p> <p>Gross Pay = ₹.29870 (approx.) Age :35 Years Maximum</p>	01 Group 'B'	<p>ESSENTIAL QUALIFICATION: 1. Master Degree in Physical Education or in Sports Science with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistency good academic record; Record of having represented the University/ College at the inter-University/ Inter- Collegiate competitions or State and/or National Championships; Qualifying in the National-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <p>ESSENTIAL EXPERIENCE: 1. 02 years post qualification experience in the field of Physical Education/Sports activities at a University Level Institution.</p>
5.	<p>Hindi Assistant Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2800</p> <p>The Basic Pay of directly recruited Hindi Assistant will be fixed initially at minimum of ₹. 11360 (Pay in the Pay Band ₹.8560 + GP of ₹. 2800)</p> <p>Gross Pay=₹.24616 (approx.) Age :35 Years Maximum</p>	01 Group 'C'	<p>ESSENTIAL QUALIFICATION: Master Degree from a recognized University with Hindi as main subject with English/ Hindi as main subject at Degree Level.</p> <p>ESSENTIAL EXPERIENCE: 1. 02 years post qualification experience in Hindi Typing & Translation work from Hindi to English in Central/ State/ Autonomous bodies/ reputed institutions.</p> <p>DESIRABLE: 1. Diploma/ Certificate course in Translation from English to Hindi and vice versa. 2. Proficiency in Hindi/ English Translation & Typewriting.</p>
6.	<p>Workshop/ Studio Assistant Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2400</p> <p>The Basic Pay of directly recruited Workshop/Studio Assistant will be fixed initially at minimum of ₹.9910 (Pay in the Pay Band ₹.7510 + GP of ₹.2400)</p> <p>Gross Pay=₹.21571 (approx.) Age :35 Years Maximum</p>	01 Group 'C'	<p>ESSENTIAL QUALIFICATION & EXPERIENCE 1. Bachelor Degree OR Diploma in Industrial Design/ Architecture/ Planning/ Civil Engg./Industrial Engg. 2. Post Qualification Experience of handling Workshop and demonstration for minimum 01 years at University level institutions of Architecture/ Planning/Engg./Design.</p>
7.	<p>Communication System Operator Pay Scale PB-1 ₹.5200-20200 with Grade Pay of ₹.2000</p> <p>The Basic Pay of directly recruited Communication System Operator will be fixed initially at minimum of ₹.8460 (Pay in the Pay Band ₹.6460 + GP of ₹.2000)</p> <p>Gross Pay=₹. 18526 (approx.) Age : 35 Years Maximum</p>	01 Group 'C'	<p>ESSENTIAL QUALIFICATION 1. Graduate Degree from recognized University with good academic record.</p> <p>ESSENTIAL EXPERIENCE: 1. At least (01) One years post qualification experience for handling EPBX/Communication Equipments/ Internet-servers in Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution.</p> <p>Desirable Qualification: Computer Diploma/ Certificate from any reputed recognized University/Institution and experience of handling internet & video-conferencing.</p>

Gross Pay includes Basic, HRA@20% of Basic, TA@ Bhopal, & DA@90% 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. Academic positions are invited to consolidate research activities of the institute, hence, only the candidates with research experience will be considered. Those candidates not possessing the doctoral degree must submit a volume of work which they want to be considered as equivalent to Ph.D. for the positions where required degree is Ph.D. An equivalence Committee would examine the submitted volume of work to shortlist the candidates.
2. Candidate selected for the post of Estate Officer, Assistant Sports Officer, Workshop/Studio Assistant and Communication System Operator will be required to reside at the official accommodation in the campus.
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.
4. All the above posts are as per the Central Government pay Band 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 Band posted in Bhopal, Dearness Allowance(DA) @90% 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. Child Care Leave is not applicable in SPA, Bhopal.
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 recognized 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.
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, the eligible candidates after Short-listing will be called for written test/ skill test before interview and no TA will be paid for appearing in written examination.
16. 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.
17. 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. The offer letter of selected candidate shall be sent through Speed-post.
18. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
19. 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.
20. 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.
21. 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.
22. Please ensure that you have written the option (Yes/No) regarding RTI Provisions in the application form.
23. 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.

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.spabhopal.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 :

₹. 1000 (For General & OBC) – For All Academic Positions.
 ₹. 500 (For General & OBC) – For all Non- Academic Positions.

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 07.03.2014 by 05.00 PM.

SC/ST/ PWD (Persons with Disabilities) and Women candidates are not required to submit the application fee. 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 07.03.2014 by 5:00 PM

DIRECTOR