



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

Advt.No.SPAV/NF/3/2019

Dated: 17th July, 2019

NON-FACULTY RECRUITMENT NOTIFICATION

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

S.No	Name of the post	No. of posts
1	Section Officer	2
2	Private Secretary	1
3	Personal Assistant	1
4	Workshop Supervisor / Superintendent	1
5	Graphic Assistant / Technical Assistant (Publications)	1
6	Junior Assistant	3
7	Hostel Assistant / Caretaker	1
Total		10

For the detailed information about various positions, terms & conditions and application forms, visit our website www.spav.ac.in . **The last date of receipt of applications is 16th August, 2019 till 17.00 Hrs.**

Sd/-
Registrar



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

Advt.No. SPAV/NF/3/2019

Dated: 17th July, 2019

DETAILED NON-FACULTY RECRUITMENT NOTIFICATION

S.No.	1
Name of the post	Section Officer
No. of posts	02 - Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-8) (Rs.47,600-Rs.1,51,100) Pre revised PB-2: Rs.9300-34800; GP: Rs.4800/- (Group B)
Essential Qualification & Experience	A Master's degree from a recognized University with five years of continuous service. Holding analogous post on regular basis in Universities / Technological Institutions. Possessing 5 years experience in administration/ establishment/ accounts / Finance/purchases and exposure to computer based administrative functioning will be given preference.
Age	Not more than 35 years

S.No.	2
Name of the post	Private Secretary
No. of posts	01 – Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-7) (Rs.44,900-Rs.1,42,400) Pre revised PB-2: Rs.9300-34800; GP: Rs.4600/- (Group B)
Essential Qualifications and Experience	Graduate Degree from a recognized University with good academic record. At least (03) three years of experience as Personal Assistant in the Pay Scale of PB-2 (Rs.9300-34800 with Grade Pay of Rs.4200) in Central/State Govt. or any PSU/Corporation under Govt. or Autonomous Bodies/Reputed recognized University / Institution.
Desirable	Well versed in computerized word processing. Proficient in short hand English (100 W.P.M.) & Typing English (40 W.P.M). Diploma in Office Management & Secretarial Procedures or equivalent
Age	Not more than 45 years

S.No.	3
Name of the post	Personal Assistant
No. of posts	01 – Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-6) (Rs.35,400-Rs.1,12,400) Pre revisedPB-2: Rs.9300-34800; GP: Rs.4200/- (Group B)
Essential Qualifications and Experience	Bachelor's Degree of a recognized University and Diploma in Stenography & Secretarial Practice from a reputed Institute with a typing speed of 100 / 40 w.p.m. in English shorthand / typing with computer knowledge and having 3 years experience in Secretarial / Clerical work.
Desirable	Possessing certificate / Diploma in Computer application Office management and secretarial practice in Government Educational Institutions / Universities.
Age	Not more than 32 years



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

S.No.	4
Name of the post	Workshop Supervisor/Superintendent
No. of posts	01 – Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-6) (Rs.35,400-Rs.1,12,400) Pre revisedPB-2: Rs.9300-34800; GP: Rs.4200/- (Group B)
Essential Qualifications and Experience	Bachelor degree in Civil or Mechanical / Design or PG Diploma in Industrial Design. Experience of handling workshop and demonstration for minimum 02 years at University level institutions.
Age	Note more than 40 years

S.No.	5
Name of the post	Graphic Assistant / Technical Assistant (Publications)
No. of posts	01 – Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-6) (Rs.35,400-Rs.1,12,400) Pre revisedPB-2: Rs.9300-34800; GP: Rs.4200/- (Group B)
Essential Qualifications and Experience	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.
Desirable Experience	Working knowledge of New Media Publishing platforms
Age	Not more than 40 years

S.No.	6
Name of the post	Junior Assistant
No. of posts	03 – Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-3) (Rs.21,700-Rs.69,100) Pre revised PB-1: Rs.5200-20200; GP: Rs.2000/- (Group C)
Essential Qualifications and Experience	A Bachelor's degree from a recognized University with knowledge in computers from a recognized University.
Desirable Experience	At least 2 years relevant experience in handling accounts/finance/administration/purchase/establishment/Academic/admission matters.
Age	Note more than 32 years



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

S.No.	7
Name of the post	Hostel Assistant / Caretaker
No. of posts	01 – Un reserved
Pay Band and Grade Pay	Pay Matrix (Level-3) (Rs.21,700-Rs.69,100) Pre revised PB-1: Rs.5200-20200; GP: Rs.2000/- (Group C)
Essential Qualifications and Experience	10+2 with Diploma in Hotel Management OR Graduate in any discipline. At least two years/three years experience as Caretaker in a residential establishment like Staff Hostel/Student Hostel.
Age	Note more than 35 years

Advt.No.SPAV/NF/3/2019

Dated: 17th July, 2019

General Terms and Conditions

1. Application(s) should be made on the prescribed form, which can be downloaded from the School's website www.spav.ac.in along with fee payment receipt. Applications addressed to the Registrar, School of Planning and Architecture, Survey No.4/4, ITI Road, Vijayawada – 520 008, must reach latest by 16th August 2019 17:00 hours, in a sealed envelope superscribed as "Application for the Position....." through speed post or can also send the scanned copy of application along with all supporting documents to recruitment@spav.ac.in.
2. All the above posts shall get 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 as applicable w.e.f. 01-01-2004 of Govt. of India and will be eligible for other benefits like Medical, LTC etc., as per the Institute norms and various Orders issued by GOI from time to time. Nevertheless, these posts are governed by the ordinances through SPA Act, Statues, MHRD and UGC guidelines issued from time to time.
3. 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 interviews and to accept or reject any application without assigning any reason.
4. 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, the Institute may restrict the number of candidates to be called for written test/interview on the basis of merit or qualification higher than that of minimum prescribed in the advertisement or by conducting test. 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.



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

5. The qualifications prescribed should have been obtained from recognized Universities / Institutions.
6. Reservation for SC/ST/OBC-NCL/PH/ Ex-Serviceman etc, will be as per Govt. of India norms against the reserved vacancies only. The benefit shall be given on submission of relevant certificates in the format prescribed by Govt. of India. Incomplete application in the particular category will not be considered.
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.
7. 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 presentation / interview. They can however send an advance copy of their application along with the payment mode through SBI collect. 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.
8. No TA & accommodation shall be provided for attending the written test and interviews.
9. Candidates applying for more than one post may apply separately for each post.
10. The school reserve 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.
11. No interim queries / correspondence will be entertained. Canvassing in any form and / or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
12. Self-Attested copies of certificates, mark sheets, testimonials etc., are to be attached with the application representing exact years of experience and educational qualifications mentioned in the application. Application incomplete in any respect and not accompanied by supporting certificates / documents / photograph /along with payment receipt after the last date, will be summarily rejected. Original certificates should not be enclosed to the application. The original documents will be verified at the time of Interview/written examination.
13. Separate application fee and formats to be submitted along with separate sets of supporting documents for each position applied. Name of the post and post number applied for should be clearly written in the application, failing which the application will not be considered.



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

14. The Minimum qualifications should be acquired till the last date of submission of application given in the advertisement.
15. Persons with Hearing Handicapped can also apply for any of the above positions. Persons with not less than 40% of relevant disability shall be considered for the Persons with Disabilities (Equal opportunities, Protection of rights & full participation Act, 1995).
16. The School reserves the right to accept or reject any application without assigning any reason.

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, super-scribing the name of the post applied for, along with a non-refundable

- 1) Application fee of Rs.1000/- (for General and OBC candidates),
- 2) SC/ST/PH candidates are required to submit Rs.500/- towards application fee.
- 3) Application fee needs to be paid online through SBI collect; the payment shall be accepted through online mode SB Collect (<https://www.onlinesbi.com/sbicollect/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 I/c
School of Planning and Architecture
Survey No.4/4, I.T.I Road,
Vijayawada, (AP) - 520 008**

The completed application in all forms should reach the above address latest by 16.08.2019 17:00 hours. The School shall not be responsible for any postal loss or delay.

The candidates can also send the scanned copy of application along with all supporting documents to recruitment@spav.ac.in latest by 17:00 hours on 16.08.2019.

**S/d
Registrar**