



योजना तथा वास्तुकला विद्यालय
SCHOOL OF PLANNING AND ARCHITECTURE
संसद के अविनयम के तहत "राष्ट्रीय महत्व का संस्थान"
An "Institution of National Importance" under an Act of Parliament
(शिक्षा मंत्रालय, भारत सरकार)/(Ministry of Education, Govt. of India)
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Advt. No. 01/CoE/SPA/2025

Dated: 23/04/2025

Engagement of Administrative and Technical Manpower for CENTRE OF EXCELLENCE IN URBAN PLANNING AND DESIGN, MOHUA, GOVT. OF INDIA on contract basis

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

A- Technical Positions

Sl. No.	POST NAME	SALARY DETAILS	*ESSENTIAL QUALIFICATIONS	EXPERIENCE	DESIRABLE
1.	Research Associate (Level I)	Consolidated Gross Salary Rs.53,000/- per month (TA/DA for outstation visits will be as per entitlement of Pay Level-6)	Please refer to Note Number – 01	2 Years for Non-Ph.D.	Ph.D. in relevant area. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics
2.	Research Associate (Level II)	Consolidated Gross Salary Rs.45,000/- per month. (TA/DA for outstation visits will be as per entitlement of Pay Level-6)	Please refer to Note Number – 01	—	Ph.D. in relevant area. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics

Note Number – 01:

***ESSENTIAL QUALIFICATIONS: For the post from Serial Number 1 to 2.**

01) Master of Building Engineering and Management (M. BEM).

02) Master of Design (Industrial Design).

03) Master of Architecture (M. Arch) with specialization in Urban Design/ Architectural Conservation/ Landscape Architecture.

04) Master of Planning with specialization in Urban Planning/ Regional Planning/ Housing/ Environmental Planning/ Transport Planning.

05) B. Plan/B. Arch with PhD. in the area related to Planning/ Architecture.

B- Administrative Positions

Sl. No.	POST NAME	SALARY DETAILS	ESSENTIAL QUALIFICATIONS	EXPERIENCE	DESIRABLE
1.	Accountant	Gross Salary Rs.43,000/- per month	B.Com./CA/ICWA	Experience of 05 years	Experience of Tally, Taxation/ Banking/ Routine Accounting
2.	Jr. Assistant (LDC)	Gross Salary Rs.30,000/- per month	Essential: (i) Senior Secondary Examination (12 th Standard) or equivalent qualification from a recognized University/Board. (ii) Typewriting speed 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 depressions for each word)	-	Proficiency of MS Word/ Excel and Communication Skill Diploma/ Certificate in Office Management/ Secretariat Practice, Experience in Academic/ Govt. Organization
3.	M.T.S (For 11 Months)	As per Minimum Wages for Unskilled labor approx. Rs.18,500 /- per month	Matriculation/High School Passed	-	Experience in Academic/Govt. Organization

GENERAL CONDITIONS/ INSTRUCTIONS

A. Remuneration and Other Allowances:-

The remuneration will be paid as mentioned above. No other allowance such as TA, DA, HRA, Medical etc. will be admissible. However, in the case of the field visits recommended by the Head of the Project, TA/DA will be paid as per the entitlement mentioned above.

B. Terms of Engagement:-

- i. Having accepted the offer of engagement the candidates, shall enter into a contract, also having the confidentiality clause, with the Centre of Excellence in Urban Planning and Design, detailing the terms and conditions of engagement, before being assigned any work.
- ii. The tenure of the candidates engaged will be initially for a period of 1 year from the date of engagement which is extendable based upon performance. The maximum period of engagement shall be five years. The tenure may be terminated by giving one month's notice on either side.
- iii. Any breach of contract executed by the candidate shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar him/them from future engagements by the School of Planning and Architecture.
- iv. Centre of Excellence in Urban Planning and Design, SPA Delhi or its representative reserves the right to reject any application without assigning any reasons.
- v. In case an applicant does not meet the minimum eligibility criteria prescribed for the post and appears in the interview, 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.
- vi. Employees do not have the right to claim regularization or permanent status, and their services are only valid for the duration of their project.
- vii. The Number of Posts may increase.
- viii. Annual Increment @3% will be given to the candidates with satisfactory performance.
- ix. The candidates will be entitled for eight Casual Leaves in a year.

C. How to apply:-

Interested candidates are required to apply in the prescribed application form, which can be downloaded from the links:

For Technical Positions

https://spa.ac.in/sites/default/files/application-form-for-coe_technical_0.pdf

For Administrative Positions

https://spa.ac.in/sites/default/files/application-form-for-coe_-administration_0.pdf

Proper scanned copy of complete application form, along with self-attested copies of certificates, marks sheets, testimonial, etc. will be sent to mail ID: coeupdspad@spa.ac.in within one week (Latest by: 30/04/2025) of the publications of this advertisement on the website. Receiving applications after the last date and incomplete applications shall be summarily rejected.

D. Mode of Selection:-

Applications received in response to advertisement will be scrutinized and shortlisted applicants will be called for a personal interaction and documents verification with original documents. Based on qualifications, experience & outcome of personal interaction, the candidate will be selected.

Sd-
(Head of the Project)