



योजना तथा वास्तुकला विद्यालय : नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI
शहरी नियोजन एवं अभिकल्प में उत्कृष्टता केन्द्र
Centre of Excellence in Urban Planning and Design



Ref. No. 01/COE/SPAD/Appt. DEO/2025/001

14th November, 2025

VACANCY NOTICE FOR DATA ENTRY OPERATOR/COMPUTER OPERATOR

Centre of Excellence in Urban Planning and Design (COE – UPD) invites application for engagement of Data Entry Operator/Computer Operator on contract basis initially for a period of **six months** and extendable from time to time basis on performance & requirement as per detail given below:

Sl. No.	Post	No. of Vacancies	Salary Details	Essential/ Educational Qualifications	Desirable Qualifications
1.	Data Entry Operator (DEO)/ Computer Operator	01	Consolidated salary Rs. 25,000/- per month	1. Senior Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board. 2. Typewriting speed 35 words per minute in English or 30 words per minute in Hindi on computer.	Working knowledge of MS Office, Typing Speed on computer. Experience of handling Processing/ management/data entry, etc.

Note: The maximum age limit should not exceed 30 years for the post mentioned above as on the closing date of receipt of application.

INSTRUCTIONS TO THE CANDIDATES

How to Apply

Interested candidates fulfilling the educational and experience criteria should submit their application as per the attached format with a photocopy of the self-attested supporting documents, in the office of the Centre of Excellence in Urban Planning and Design, School of Planning and Architecture, New Delhi – 110 002. By hand or by email Id: coeupdspad@spa.ac.in. The last date of receiving the applications are 21st November, 2025

Terms and Conditions:

- 1) Shortlisted candidates must appear for Skill/Typing test.
- 2) Document verification will only be conducted for candidates who pass the Skill/Typing test.
- 3) Candidates must bring ALL original mark sheets, degrees, testimonials, DOB certificates, caste certificate (if applicable), experience certificate and self-ATTESTED photocopies of each

document along with Aadhaar card (any Govt. approved Photo ID) and 02 passport size photos on the day of document verification.

- 4) No TA/DA will be provided to candidates for attending the Skill/Typing test.
- 5) The shortlisted candidates will be engaged purely on contract basis and it will confer no right to the appointment or regularization and placement in the Centre of Excellence in Urban Planning and Design, SPA New Delhi, on any ground whatsoever.
- 6) No other allowances or facilities, available to regular employees, shall be payable to person engaged on contract basis.
- 7) The engagement on contract basis will be for a period of six months and extendable from time to time basis on performance & requirement
- 8) The candidates are also advised to share his/her email (in CAPITAL LETTER) for receipt of any updates or correspondence from Centre of Excellence in Urban Planning and Design, SPA, New Delhi.

**Sd-
Head of the project
COE - UPD**

APPLICATION FORM

Advertisement No: _____, dated: _____

Self-Attested
Photo

Name of Post: Data Entry Operator/Computer Operator

1. Full Name (in capital letters): _____

2. Father's Name: _____

3. Date of Birth: ____/____/____

4. Gender (Male/Female): _____

5. Nationality: _____

6. Permanent Address: _____

_____, Contact No: _____

7. Correspondence Address: _____

_____, Contact No: _____

8. Email ID (IN CAPITAL LETTER): _____

9. Whether belongs to SC/ST/OBC/General: _____

10. Educational & Professional Qualifications:

S. No	Name of Exam Passed	Year of Passing	Division / Grade	Duration of Course, i.e. Degree/ Diploma	Name of Board /University	Subjects/Stream

11. Any other specialized training/course under-taken: _____

12. Details of employment/experience in the relevant fields in chronological order:

S. No	Name of Office/Department	Post held	Period		Nature of duties
			From	To	

13. **Details of Enclosures:** Self Attested copies of all the documents in support of the information supplied in this application form, such as Educational Qualification, Date of Birth, SC/ST/OBC/ certificates, experience etc.

Declaration

I hereby declare that all the statements made in the application herein above are true and complete to the best of my knowledge and belief. I undertake that suitable action can be taken against me by the Centre of Excellence in Urban Planning and Design, SPA, New Delhi, furnishing false, incorrect or mis-leading information mentioned herein above.

Place: _____

Date: _____

Name & Signature of the Candidate
Mobile No.