



योजना तथा वास्तुकला विद्यालय
SCHOOL OF PLANNING AND ARCHITECTURE
संसद के एक अधिनियम के तहत एक "राष्ट्रीय महत्व का संस्थान"
An "Institution of National Importance" under an Act of Parliament
(शिक्षा मंत्रालय, भारत सरकार) / (Ministry of Education, Govt. of India)
4-ब्लॉक-बी, इंद्रप्रस्थ एस्टेट, नई दिल्ली/4, Block-B, Indraprastha Estate, New
Delhi -02
फ़ोन/Tel: 011-23702382-80, फ़ैक्स/Fax: 011-23702383 www.spa.ac.in

APPOINTMENTS

Applications are invited from eligible Indian Nationals for the post of **Registrar** for a fixed term of not exceeding five years on deputation or on contract basis. Details are available on our website: www.spa.ac.in

Last Date of receipt of application is 20.09.2023, till 05:00 PM, at SPA, Delhi.

DIRECTOR



योजना तथा वास्तुकला विद्यालय
SCHOOL OF PLANNING AND ARCHITECTURE
संसद के एक अधिनियम के तहत एक "राष्ट्रीय महत्व का संस्थान"
An "Institution of National Importance" under an Act of Parliament
(शिक्षा मंत्रालय, भारत सरकार)/(Ministry of Education, Govt. of India)
4-ब्लॉक- बी, इंद्रप्रस्थ एस्टेट, नई दिल्ली/4, Block-B, Indraprastha Estate, New Delhi -02
फ़ोन/Tel: 011-23702382-80, फ़ैक्स/Fax: 011-23702383 www.spa.ac.in

APPOINTMENTS

Applications are invited from Indian Nationals for the following position on deputation/ contract basis; against the anticipated vacancy like to occur on 20.09.2023:

Post Code	Name of Posts	Total	Mode of Recruitment
1.	Registrar Pay Matrix: Level 14 (Rs. 144200-218200) Age: Preferably below 55 years	01	Deputation/ Contract basis for a fixed term of not exceeding five years
TOTAL		01	

EDUCATIONAL AND OTHER QUALIFICATIONS FOR THE POST OF REGISTRAR

Essential:

Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

At least fifteen years of experience as Assistant Professor in AGP of Rs. 7,000/- and above or with eight years of service in AGP of Rs. 8000/- and above including as Associate Professor alongwith experience in educational administration.

OR

Comparable experience in research establishment and/ or other institutions of higher education.

OR

Fifteen years of administrative experience of which Eight years as Deputy Registrar or an equivalent post.

Desirable:

L.L.B., MBA or Ph.D. qualifications of a recognized University/ Institutions.

GENERAL CONDITIONS / INSTRUCTIONS:

1. Application(s) should be made on the prescribed format, which can be downloaded from the School's website www.spa.ac.in along with fee payment receipt. Applications along with Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority on Institute's letter head, addressed to the Director, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002, must reach by 20.09.2023 by 05:00 PM in an envelope superscribed as "Application for the Post of Registrar" **by speed post only**.
2. **Application Fee: Rs. 2,500/- for General and OBC Category**
Fee for SC/ST/PWD/EWS/Women Candidates is Fully Exempted
Application fees needs to be paid online through SBI Collect, by logging on SPA Delhi website under online payment (SBI Collect) tab or by directly visiting at SBI Collect Website. No other mode of payment of fee will be considered. Payment made in any other mode, shall be treated as 'Nil Payment'.
3. Candidates must ensure that he/ she fulfills all eligibility criteria as stipulated in this advertisement and candidates will be called for the Interview based on the information provided in the Application Form.
4. Please attach self-attested/ certified copies of certificates, mark sheets, testimonials etc. with the application, in support of his candidature. The originals of the same will be verified at the time of interview.
5. Applicants who are in employment of Government/Semi-Government Organizations or any Government Undertaking or Autonomous Body must send their application(s) through proper channel.
6. The School will not be responsible for any postal loss or delay.
7. All correspondence & intimation shall be carried out through the Email Id of candidates mentioned in application form or by notifying relevant information on SPA Delhi website. The date of Interview will be notified on the website and through email of the eligible candidates.
8. Merely possessing the requisite qualifications & experience would not entitle a person to be shortlisted/ selected.
9. Amendment/ change/ updates, if any, shall be notified on the website of SPA, Delhi, therefore, candidates/ applicants are advised to visit School website from time to time in this regard.
10. The School reserves the right to:
 - a) Fix the criteria for screening the applications, if required.
 - b) Frame a panel for filling up future vacancies arising during the validity of panel which is valid for one year.
 - c) Not to fill up the advertised position.
 - d) Modify/ withdraw/ cancel any communication made to the candidate(s) at any stage in the process of selection in case any inadvertent mistake is detected even after issue of appointment letter; and
 - e) Alter /insert any corrections/ additions in the advertisement/ website in the event of any typographical error, etc. before the last date of receipt of applications. The candidates are advised to visit the School website regularly.

11. Appearing in the Interview will be provisional, subject to fulfilling various conditions given in this advertisement. 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. If it is detected that the candidate who does not fulfill eligibility criteria, his/her candidature will be cancelled without assigning any reason, besides other actions as per rules.
12. The date for determining the eligibility criteria, upper age limit, experience, educational qualifications etc. shall be reckoned from the last date of receipt of application at SPA, Delhi i.e. 20.09.2023 (also the date of accrual of vacancy)
13. Applications are to be duly filled in English/ Hindi, neatly, in candidates' own handwriting or typed alongwith affixing candidate's Passport size photograph. Incomplete application and application not in the prescribed format, will be rejected.
14. Kindly use an additional sheet wherever required.
15. No TA/DA will be paid to the outstation candidates who will be called for Interview.
16. All enquiries shall be addressed to the email ntrectestt@spa.ac.in.

DIRECTOR



योजना तथा वास्तुकला विद्यालय SCHOOL OF PLANNING AND ARCHITECTURE

(संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान")

4, ब्लॉक-बी, इंद्रप्रस्थ एस्टेट, नई दिल्ली - 110 002

(An "Institution of National Importance" under an Act of Parliament)

4, Block-B, Indraprastha Estate, New Delhi - 110 002

दूरभाष/Tel: 011-23702382-80, फैक्स Fax: 011-23702383 www.spa.ac.in

आवेदन संख्या / Application No.

/2023

To,

निदेशक,
योजना तथा वास्तुकला विद्यालय,
4-ब्लॉक-बी, इंद्रप्रस्थ एस्टेट,
नई दिल्ली-110002
The Director,
School of Planning and Architecture,
4-Block-B, Indraprastha Estate,
New Delhi-110002

अपनी नवीनतम पासपोर्ट
आकार की तस्वीर
चिपकाएं
(स्व-सत्यापित)

Affix your recent
Passport size
photograph
(self-attested)

पद के लिए आवेदन पत्र
Application form for the post of

पद कोड
Post Code

संलग्न शुल्क भुगतान रसीद का विवरण
Particulars of the attached fee payment Receipt

राशि
Amount

एसबीआई कलेक्ट से प्राप्त रसीद
SBI Collect Receipt No.

दिनांक
Date

1. नाम (अंग्रेजी में):
Name (in English):

2. नाम (हिंदी में)
Name (in Hindi)

3. लिंग:
Gender:

4. जन्मतिथि:
Date of Birth:

दिनांक/Date

माह/Month

वर्ष/Year

5. डाक पता:

Postal Address:

राज्य: पिन कोड :

State: PIN Code:

फोन: मोबाइल:

Phone: Mobile:

ई-मेल/E-mail

6. स्थायी पता :

Permanent Address:

राज्य/State: पिन कोड/PIN Code:

7. वैवाहिक स्थिति:

Marital Status: वर्ग/Category:

8. क्या आप आयु में छूट/आरक्षण की मांग कर रहे हैं? हाँ / नहीं।

Are you seeking Age relaxation/ reservation? Yes /No.

9. पिता/पति:

Father's/Husband's:

1. पूरा नाम

Name in full

2. वर्तमान डाक पता

Present Postal address

(if deceased, give last address)

3. पेशा (यदि सेवा में है, तो

पदनाम और कार्यालय का पता दें)

Profession (if in service, give

designation and office address)

10. माता का नाम/Mother's Name:

11. राष्ट्रियता/Nationality of:

(i) आवेदक/Applicant

(ii) पिता/Father

(iii) माता/Mother

(iv) पति/पत्नी Husband/Spouse

12. शैक्षिक योग्यता (विद्यालय स्तर से)/Educational Qualification (from School level):

वर्ष Year	परीक्षा उत्तीर्ण Examination Passed	बोर्ड/विश्वविद्यालय Board/ University	वर्ग/प्रभाग Class/Division	अंकों का प्रतिशत % of Marks

13. धारित पदों का विवरण, (निर्धारित आवश्यक शैक्षिक/तकनीकी योग्यता रखने के बाद)/ Particulars of positions held, (after possessing the prescribed essential educational/ technical qualifications):

तारीख आमद Date of Joining	गमन Leaving	वेतन के साथ पदनाम (वेतनमान/ग्रेड पे/पे लेवल) Designation with Salary (Pay Scale/ Grade Pay/ Pay Level)	नियोक्ता का नाम और पता Name and address of Employer	कर्तव्यों/उत्तरदायित्वों का संक्षिप्त विवरण Brief Description of Duties / Responsibilities

14. पेशेवर/प्रशिक्षण अनुभव (कृपया निम्नलिखित प्रारूप में एक अलग शीट संलग्न करें)।
Professional/ Training Experience (Please attach a separate sheet in the following format).

प्रशिक्षण की अवधि Period of training		प्रशिक्षण का विषय/विषय Subject/ Topic of training	संस्थान का नाम Name of Institute
से/From	तक/To		

15. पंच /Referees:

i) क/अ नाम/Name : _____ ii) क/अ नाम/Name : _____

ख/ब पद/Position : _____ ख/ब पद/Position: _____

ग/स पता/Address : _____ ग/स पता/Address: _____

घ/द ई-मेल/E-Mail : _____ घ/द ई-मेल/E-Mail : _____

ड/े फोन नंबर/Phone No : _____ ड/े फोन नंबर/Phone No: _____

च/फ फैक्स/Fax : _____ च/फ फैक्स/Fax : _____

आवेदक की घोषणा/APPLICANT'S DECLARATION

- (क) मैं इसके द्वारा घोषणा करता हूँ कि इस आवेदन में प्रदान की गई जानकारी मेरे ज्ञान और विश्वास के अनुसार सही है। मैंने खुद को संतुष्ट किया है कि मैं सभी पात्रता मानदंडों / आवश्यकताओं को पूरा करता हूँ। यदि सूचना/दस्तावेज अन्यथा पाए जाते हैं तब मैं नियमों के अनुसार अनुशासनात्मक कार्रवाई के लिए उत्तरदायी होऊंगा।
- (a) I hereby declare that the information provided in this form is true to the best of my knowledge and belief. I have satisfied myself that I fulfill all the eligibility criteria/ requirements. In case of information/ documents are detected to be 'otherwise', I shall be liable for the disciplinary action as per the rules.
- (ख) मैं स्वयं को विद्यालय के सक्षम प्राधिकारियों के अनुशासनिक क्षेत्राधिकार के समक्ष प्रस्तुत करूंगा जिन्हें अधिनियम /विधियों/अध्यादेशों और विद्यालय द्वारा बनाए गए नियमों के अधीन अनुशासन का प्रयोग करने का अधिकार दिया जाए।
- (b) I shall submit myself to the disciplinary jurisdiction of the Competent Authorities of the School who may be vested with the authority to exercise discipline under the Act/Statutes /Ordinances and the Rules that have been framed by the School.
- (ग) मैं इस बात से सहमत हूँ कि सभी मामलों पर विद्यालय का निर्णय अंतिम होगा और मेरे लिए बाध्यकारी होगा।
- (c) I agree that the decision of the School on all matters will be final and binding on me.
- (घ) मैं समझता हूँ कि किसी भी गैर-कानूनी संगठनों के साथ मेरा सक्रिय या निष्क्रिय संबंध निषिद्ध है।
- (d) I understand that my association active or passive with any unlawful organizations is forbidden.
- (ङ) मैं इसके द्वारा यह घोषणा करता हूँ कि मैंने विज्ञापन के शर्तों और अनुदेशों को ध्यानपूर्वक पढ़ा और समझा है।
- (e) I hereby declare that I have carefully read and understood the terms & instructions of the advertisement.

दिनांक/Date: _____

आवेदक के हस्ताक्षर/Signature of the Applicant

(केवल सरकारी/विधिक निकाय सेवा में उम्मीदवार के लिए)

(For candidate in Government/Statutory Bodies service only)

दिनांक/Dated: _____

अग्रेषण प्राधिकारी के हस्ताक्षर और पदनाम
Signature and Designation of the Forwarding Authority