



**SCHOOL OF PLANNING AND ARCHITECTURE**

An "Institution of National Importance" under an Act of Parliament  
(Ministry of HRD, Govt. of India)

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

Tel: 011-23702382–80, Fax: 011-23702383, [www.spa.ac.in](http://www.spa.ac.in).

**APPOINTMENTS**

Applications are invited from Indian Nationals for the post of **Registrar** for fixed term of 5 years. Details are available on our website: [www.spa.ac.in](http://www.spa.ac.in).

Last Date of submission of application is **25<sup>th</sup> October, 2016**

DIRECTOR



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### **APPOINTMENTS**

Applications are invited from Indian Nationals for the following non-teaching post:-

#### **Registrar**

**1 Post (UR)**

Direct recruitment for fixed term of 5 years  
in PB-4 (Rs.37400-67000)+10000/- Grade Pay  
Preferably below 55 years.

**\*Note:** - Relaxation as per Govt. Policy for SC/ST/ OBC & PwD candidates and for employees worked/working in Central Government/State Government Department/Organizations/Autonomous Bodies/ University / College as per UGC's approved list.

#### **GENERAL CONDITIONS:**

Application(s) should be made on the prescribed form which can be downloaded from the School's website [www.spa.ac.in](http://www.spa.ac.in), along-with Demand Draft of Rs.1000/- (Rupees one thousand only) (non-refundable) as processing fee, in favour of the "**SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI**", must reach by 25<sup>th</sup> October, 2016.

Applicants, who are in employment of Government/Semi A Government organizations or any Government Undertaking or Autonomous body, must send their application(s) through proper channel.

The posts carry usual allowances as per Central Government Rules and also carry benefit of Central Government Health Scheme and New Pension Scheme.

The School reserves the right to increase or decrease the number of posts, not to make recruitment to above post, to Shortlist candidates for interviews/Tests and to accept or reject any application without assigning any reason. The School will not be responsible for any postal loss or delay. All correspondence & intimation by the School shall be carried through the candidate's **E-mail Id and recruitment may be carried very short with a short notice.**

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**INSTRUCTIONS TO CANDIDATES**

**BEFORE FILLING THE APPLICATION FORM FOR APPOINTMENTS**

- Applications are to be filled in English, neatly in candidates own handwriting or typed.
- Please attach Self certify copies of certificates, marks sheets, testimonials etc. with the application. The same will be verified at the time of interview.
- Kindly use a separate sheet wherever required and enclosed the same.
- Incomplete application form and/or without Demand Draft will not be accepted.
- Outstation candidate called for interview will not be paid TA/DA.
- All enquires are to be addressed to the Registrar, SPA, New Delhi by post

## **RECRUITMENT QUALIFICATION AND EXPERIENCE**

### **QUALIFICATIONS FOR THE POST OF REGISTRAR:**

#### **ESSENTIAL**

- i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii) At least fifteen years of experience as Assistant Professor in AGP of Rs. 7000/- and above or with eight years of service in AGP of Rs. 8000/- and above including as Associate Professor along with 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 in an equivalent post.

#### **DESIRABLE:-**

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