



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: 011-23702380–82, Fax: 011-23702383 www.spa.ac.in

APPOINTMENTS

Applications are invited from Indian Nationals for the post of **Deputy Registrar** UR-I (Pay Level 12 as per 7th CPC + other allowance as applicable on the post in the School) for details regarding qualification etc. please refer the SPA, New Delhi website www.spa.ac.in.

Last Date of submission of application is within 30 days of the publications of this advertisement in the Employment News (**i.e. on or before 22nd April, 2019**).

REGISTRAR



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APPOINTMENTS

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

1. **Deputy Registrar** **1 Post (UR)**
Pay Matrix (Level-12) (Rs.78,800-Rs.2,09,200)
Age - Below 45 years.

Education Qualification & Experience

QUALIFICATIONS FOR THE POST OF DEPUTY REGISTRAR:

ESSENTIAL

- i) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
- ii) Nine years' experience as Assistant Professor in the AGP of Rs.6000/- (pre-revised) and above with experience in educational administration;
OR
Comparable experience in research establishment and/or other institutions of higher education;
OR
Five years' of administrative experience as Assistant Registrar or in an equivalent post.
- iii) Teachers appointed to the post of Deputy Registrar and equivalent shall be entitled to appropriate grade-pay for these categories of posts and shall not retain Academic Grade Pay of the teaching post held.

DESIRABLE:-

- i) Abilities to adopt Government Rules, Regulations and Procedures in the growing requirement of a public educational institution.
- ii) Age relaxation will be considered to outstanding candidates' who have a wide working knowledge in the field of finance and accounting matters of an educational institution/University."

Note: - Upper Age relaxable up to 5 years for SC/ST candidates and for employees working in Central Government/State Government Department/Organizations/Autonomous Bodies/ University / College as per UGC's approved list and up to 3 years for OBC candidates as applicable, as per the Rule/Guidelines in this regard of GOI.

GENERAL CONDITIONS:

1. Application(s) should be made on the prescribed form, which can be downloaded from the School's website www.spa.ac.in, along with fee payment receipt of Rs.1000/- (Rupees one thousand only) (non-refundable) as processing fee. Applications addressed to the Registrar, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002, must reach through speed post within 30 days of the publications of this advertisement in the Employment News (i.e. on or before 22nd April, 2019), in a envelop superscribed as "Application for the post of Deputy Registrar".
2. Application fees needs to be paid through our website under online payment (SBI Collect) tab.
3. 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.
4. The School will not be responsible for any postal loss or delay.
5. All correspondence & intimation shall be carried through the **E-mail Id** of candidates mentioned in application form.
6. Merely possessing the qualification & requisite experience would not entitle a person to be shortlisted/ selected.
7. Selection will be made based on performance in Interview as applicable for post.
8. Amendment/ change, if any, shall be notified on the website of SPA, Delhi, therefore candidates/applicants may visit School website time to time in this regards.
9. As RR of post are under revision and if these are approved before completion of selection process than new RR will applicable to concerned post.

REGISTRAR



**SCHOOL OF PLANNING AND ARCHITECTURE
(Deemed to be University)**

4, Block-B, Indraprastha Estate, New Delhi – 110 002
Tel: 011-23702375 – 80, Fax: 011-23702383. Website: www.spa.ac.in

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 fee payment receipt alongwith 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 fee payment receipt 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
- Fee is to be paid online by using fee payment link of SPA, New Delhi website, by clicking on the link and (i) "online payment SBI Collect" then selecting payment category as "Recruitment" on SBI Collects website payment gateways.



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Application No.

To,

The Registrar,
School of Planning and Architecture,
4-Block-B, Indraprastha Estate,
New Delhi-110 002

Affix your recent
Passport
size photograph
(self-attested)

Application form for the post of

Particulars of the attached fee payment Receipt Amount

TID/Receipt No.

Date

1. Name:

(Surname)

(Middle)

(First)

2. Date of Birth:

Date

Month

Year

3. Postal Address: Building/ H. No.:

Street/Colony:

City /Town:

Pin:

STD Code:

Phone:

Mobile:

E-mail

4. Permanent Address: Bldg./H. No.:

Street/Colony:

City/Town:

Pin:

5. Married:

Single:

6. Are you seeking reservation as SC/ST/OBC/Physical handicapped?

7. Nationality of:

a) Applicant

b) Father

c) Mother

d) Husband/Spouse

8. Father's/Husband's:

a) Name in full

b) Present Postal address
(if dead give last address)

c) Profession (if in
service give designation
and office address)

9. Educational Qualification (from School level):

Year	Examination Passed	Board University	Class/Division	% of Marks

10. Particulars of positions held, (after possessing the prescribed essential educational/ technical qualifications):

↓ Date of Joining Leaving		Designation	Name and address of Employer	Brief Description of Duties Responsibilities

11. Professional/training experience (Please attach a separate sheet).

12. Referees:

i) a) Name	:	_____	ii) a) Name	:	_____
b) Position	:	_____	b) Position	:	_____
c) Address	:	_____	c) Address	:	_____
	:	_____		:	_____
d) E-Mail	:	_____	d) E-Mail	:	_____
e) Phone No	:	_____	e) Phone No	:	_____
f) Fax	:	_____	f) Fax	:	_____

APPLICANT'S DECLARATION

- (a) I hereby declare that the information provided in this form are true to the best of my knowledge and belief. I have satisfies myself that I fulfill all the eligibility requirements.
- (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.
- (c) I agree that the decision of the School on all matters will be final and binding on me.
- (d) I understand that my association active or passive with any unlawful organizations is forbidden.

Date: _____

Signature of the Applicant

(For candidate in Government/Statutory Bodies service only)

Dated: _____

Signature and Designation of the Forwarding authority

NOTE:- Please attach self-attested copies of qualification & experience certificate and mention in the list of enclosures given below:-

- 1.
- 2.
- 3.
- 4.
- 5.