



योजना तथा वास्तुकला क्वद्यालय
SCHOOL OF PLANNING AND ARCHITECTURE
संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान"
An "Institution of National Importance" under an Act of Parliament
(विश्व मंत्रालय, भारत सरकार)/(Ministry of Education, Govt. of India)
4-ब्लाक-बी, इंदुप्रस्था एस्टेट, नई ददल्ली/4, Block-B, Indraprastha Estate, New Delhi - 110 002
फ़ोन/Tel: 011-23702382-80, फ़ैक्स/Fax: 011-23702383 www.spa.ac.in

Advt. No. 001/CoE/SPA/2024

Dated: 28 January 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.	Senior Research Officer	Consolidated Gross Salary Rs.80,000/- per month (TA/DA for outstation visits will be as per entitlement of Pay Level-10)	Please refer to Note Number - 01	4 Years for Non-Ph.D. 2 Years' experience for Ph.D. Degree	Ph.D. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics Experience in Capacity Building/ Training Activities.
2.	Senior Research Associate	Consolidated Gross Salary Rs.67,000/- per month (TA/DA for outstation visits will be as per entitlement of Pay Level-7)	Please refer to Note Number - 01.	3 Years for Non-Ph.D. 1 Year experience for Ph.D. Degree	Ph.D. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics Experience in Capacity Building/ Training Activities
3.	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. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics
4.	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. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics
5.	Interns (For 3 to 6 months)	Consolidated Stipend Rs.10,000/-per month	Architecture/ Planning/ Science/ Computer Science/ GIS or equivalent degree students.	—	—

Note Number - 01:

***ESSENTIAL QUALIFICATIONS: For the post from Serial Number 1 to 4.**

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 Ph.D. 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 5 years	Experience of Tally, Taxation/ Banking/ Routine Accounting

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 provided in **the School of Planning and Architecture, New Delhi Website (www.spa.ac.in)**. The complete Application form, along with self-attested copies of certificates, marks sheets, testimonial etc. addressed to the Coordinator (CoE), School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002, must reach by **7th February 2025** as "Application for the _____" by Speed Post only.

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.

(Head of the Project/_____)

12. Professional Training Received

Organization where training was provided	Nature of Training	Year	Duration

13. Membership/Registration of Professional Bodies

Name of the Professional Body	Status of Membership/ Registration/ Associate/Fellow/Life/Annual etc.	Registration/Membership No.
COA ITPI IUDI ISOLA IUT IIA IIE Others : (Mention)		

14 Publications in last 10 years (enclose separate list giving details)

S.No.	Item	As main author	As co- author	Annexure No. of Detail of list
A	Books			
B	Chapters in Books			
C	Papers in International journals			
D	Papers in National journals			
E	Newspaper Articles			
F	Paper presented in International/ National Conference			

c) Professional development activities (such as organizing seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, etc.)

SI No.	Description

17. Names and addresses of three References (at least one of them should be familiar with your recent work)

Name	1	2	3
Occupation or Position			
Address			
Fax			
E-mail			
Phone No			

18. I hereby declare that I have carefully read and understood the instructions and particulars supplied by me, and that all entries in this form as well as the attached sheets are true to the best of my knowledge and belief.

There are attached sheets along with this form, the list of which is enclosed with page No.

Date :
Place :

.....
(Signature of Applicant)

10. I hereby declare that I have carefully read and understood the instructions and particulars supplied by me, and that all entries in this form as well as the attached sheets are true to the best of my knowledge and belief.

There are attached sheets along with this form, the list of which is enclosed with page No.

Date :

Place :

.....
(Signature of Applicant)

