



SCHOOL OF PLANNING AND ARCHITECTURE
An "Institution of National Importance" under an Act of Parliament
(Ministry of Education, Government of India)
4, Block-B, Indraprastha Estate, New Delhi – 110 002
Contact: spadelhi2@gmail.com

V A C A N C Y


Advertisement No. SPA/Estt./R/NT/01/2025

Online Applications are invited from eligible Indian Nationals for the various Non-Teaching posts through Samarth Portal. The link of Samarth Portal is <https://spant.samarth.edu.in/>

The details regarding qualifications, etc. please refer to the SPA New Delhi website: www.spa.ac.in

The Last Date of submission of online application through Samarth Portal is 05.07.2025.

REGISTRAR (I/C)

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|  | <p style="text-align: center;">योजना तथा वास्तुकला विद्यालय SCHOOL OF PLANNING AND ARCHITECTURE संसद के 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 संपर्क/ Contact: spadelhi2@gmail.com</p> |
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APPOINTMENTS

Applications are invited from Indian Nationals for the post of **Registrar** as per following details:-

Group 'A' Post

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

QUALIFICATIONS/EXPERIENCE 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.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 an equivalent post.

Desirable:

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

Note: **The age of Superannuation for the post of Registrar is 62 years.**

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APPOINTMENTS

Applications are invited from Indian Nationals for the post of **Assistant** as per following details:-

Group 'C' Post

| Post Code | Name of Post | Total number posts advertised | Mode of Recruitment |
|-----------|---|-------------------------------|---------------------|
| 2. | Assistant Pay Matrix: Level 04 (Rs. 25500-81100) Age: Not exceeding 30 years | 05 (4-UR, 1-OBC) | Direct Recruitment |


QUALIFICATIONS/EXPERIENCE FOR THE POST OF ASSISTANT

Essential:

- (i) Sr. Secondary examination (12th Standard) or its equivalent qualification from a recognized University/Board; and
- (ii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi which will be taken on computer (correspond to 10500 KDPH in English or 9000 KDPH on an average of 5 depressions for each word).
- (iii) At least 5 years' experience in clerical job in a reputed office.

Desirable: Diploma/ Certificate of Office Management/ Secretarial Practice/ NIELIT 'O' Level/ Computer Literacy certificate.

Note: Candidates may refer to the website of the School for Selection Criteria, Scheme of Examination and Syllabus for the post of Assistant.

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APPOINTMENTS

Applications are invited from Indian Nationals for the post of **Junior Assistant** as per following details:-

Group 'C' Post

| Post Code | Name of Post | Total number posts advertised | Mode of Recruitment |
|-----------|--|-------------------------------|---------------------|
| 3. | Junior Assistant Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 27 years | 04 (3-UR, 1-SC) | Direct Recruitment |


QUALIFICATIONS/EXPERIENCE FOR THE POST OF JUNIOR ASSISTANT

Essential:

- (i) Sr. Secondary examination (12th Standard) or equivalent qualification from a recognized University/Board.
- (ii) Typewriting speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35/30 words per minute correspond to 10500/9000 key depression per hour on an average of five key depressions for each word).

Desirable: Diploma/ Certificate in Office Management/ Secretarial Practice(O.M.S.P) or DOEACC "O" Level or NIELIT/Computer Literacy certificate from a recognized institution.

Note: Candidates may refer to the website of the School for Selection Criteria, Scheme of Examination and Syllabus for the post of Junior Assistant.

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APPOINTMENTS

Applications are invited from Indian Nationals for the post of **Driver** as per following details:-

Group 'C' Post

| Post Code | Name of Post | Total number posts advertised | Mode of Recruitment |
|------------------|--|--------------------------------------|----------------------------|
| 4. | Driver Pay Matrix: Level 02 (Rs. 19900-63200) Age: Not exceeding 35 years | 01 (UR) | Direct Recruitment |

QUALIFICATIONS/EXPERIENCE FOR THE POST OF DRIVER

Essential:

- (i) Sr. Secondary examination (12th Standard) or equivalent qualification from a recognized University/Board.
- (ii) Two years' experience as a Car/ Station Wagon Driver having a valid driving license of light traffic vehicle in a reputed organization.
- (iii) Knowledge of Car Mechanism.

Desirable: One year experience in a leading workshop.

Note: Candidates may refer to the website of the School for Selection Criteria, Scheme of Examination and Syllabus for the post of Driver.



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संपर्क/ **Contact: spadelhi2@gmail.com**

GENERAL CONDITIONS / INSTRUCTIONS:

1. Application(s) should be filled on the Samarth Portal <https://spant.samarth.edu.in/> within 21 days of the publication of this advertisement in the Employment News.
2. Application Fee: **Group A Posts:**
Rs. 2,500/- for General, OBC & EWS Candidates
Fee for SC/ST/PWD/Women Candidates is Fully Exempted
Group C Posts:
Rs. 1,000/- for General, OBC & EWS Candidates
Fee for SC/ST/PWD/Women Candidates is Fully Exempted
3. Application fee 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. The payment link can also be accessed under 'Important Information' tab in Samarth Portal. No other mode of payment of fee will be considered. Payment made in any other mode which is not specified, shall be treated as 'Nil Payment'.
4. Candidates must ensure that he/ she fulfils all eligibility criteria as stipulated in this advertisement and candidates will be called for the Interview/ Written Test/ Skill Test based on the information provided in the application form. The education qualifications/ experience/ caste certificate will be verified at later stage. Therefore candidates need to keep all documents/ testimonials readily available with them so that they can produce certified copies along with originals whenever required for verification.
5. A self-attested copy of every required document is also to be attached/ uploaded on the Samarth Portal.
6. Applicants who are in employment with Government/Semi-Government Organizations/ any Government Undertaking/ Autonomous Body must apply through proper channel. NOC in this regard from the present employer shall be uploaded on the Samarth Portal or the same may be submitted at later stage.
7. All correspondence & intimation shall be carried through the E-mail Id of candidates mentioned in application form. No intermediate enquiry will be entertained. The date of Interview/test(s) 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. Selection will be made based on performance in Interview/ Written Test / Skill Test as applicable for respective position. Candidates may refer to the website of the School for Selection Criteria, Scheme of Examination and Syllabus for various posts as applicable.

10. Amendment/ change, if any, shall be notified on the website of SPA Delhi, therefore, candidates/ applicants are advised to visit website of the School from time to time.
11. The School reserves the right to:
 - a) Fix the criteria for screening the applications, if required;
 - b) Increase/ decrease the number of vacancies;
 - c) Frame a panel for filling up future vacancies arising during the validity of panel, which is one year;
 - d) Not to fill up any or all of the advertised positions;
 - e) 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
 - f) 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 website of School regularly.
12. Age relaxation etc. will be given to the SC/ST/OBC/PWD/Ex-Serviceman, candidates working under Government organizations/ PSUs/ Autonomous Bodies/ Central/ State Government as per prevailing Government of India rules.
13. The Reservation to SC/ST/OBC/PWD/EWS candidates shall be applicable as per directives of the Government of India amended from time to time. Candidates should produce relevant certificate issued from the concerned Competent Authority. The candidate, who is not in the Central list of OBC, shall not apply for the post(s) reserved for OBC.
14. If at any stage, it is found that the certificate submitted by the candidate is not valid, the candidature / appointment of that candidate will be terminated with immediate effect.
15. If a candidate is applying for more than one post, then he/ she shall submit separate application for each post along with separate Application Fee, if applicable.
16. Appearing in the Interview/ Written Test/ Skill Test 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 applied for and appears in the examination, it will be at the applicant's own risk and cost. If it is detected that the candidate does not fulfil eligibility criteria, his/her candidature will be cancelled without assigning any reason.
17. The date for determining the eligibility criteria, upper age limit, etc. shall be reckoned from the last date of submission of application.
18. No TA/DA will be paid to the outstation candidates who will be called for Interview/ Written Test/Skill Test.
19. In case of any difficulty in filling up the form, candidates may send their queries at email: ntrectestt@spa.ac.in.
20. **The last date of submission of online application through Samarth Portal is 05.07.2025.**

REGISTRAR (I/C)