



योजना तथा वास्तुकला विद्यालय : नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI
शहरी नियोजन एवं अभिकल्प में उत्कृष्टता केन्द्र
Centre of Excellence in Urban Planning and Design



Ref. No. 27/COE/SPAD/Consultant/2026

Date: 20th July, 2026

ENGAGEMENT OF SENIOR ADMINISTRATIVE OFFICER/ CONSULTANT ON CONTRACTUAL BASIS.

No of Post	Age Limit (as on closing date of application)	Eligibility
01	Should not have attained the age of 63 years.	a. Should have retired Group 'B' posts of Government Departments, Autonomous Bodies, Public Sector Undertakings or Universities b. Should have sound knowledge of Service Rules, Regulations, General Administration/ Establishment/ Accounts /Secretarial etc. c. Should have working knowledge of computer application required in day to day functioning of office.

A. General Terms and Conditions:

1. Remuneration:

- A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/ percentage increase during the contract period.
- No HRA shall be admissible.
- An appropriate and fixed amount of Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tours, if any, as per the entitlements at the time of retirement.
- The consultant shall not be entitled to any allowance such as DA, Residential Accommodation, CGHS Medical Facility, Medical Reimbursement etc.

2. Working Hours:

- The consultant shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- He/ she shall mark his/her attendance mandatorily, failing which it may result in deduction of remuneration/ leaves as per entitlements.

3. Tax deduction as source:

- The Income Tax and any other tax will be deducted at source as per Government instructions. Necessary TDS certificate will be issued to them.

4. Leave of absence:

- (i) Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

5. Confidentiality of data and documents:

- (i) The Intellectual Property Right (IPR) of the data collected as well as deliverables produced for the School/organization shall remain with the School.
- (ii) No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the School without the express written consent of the School.
- (iii) The consultant shall be bound to hand-over the entire set of records of assignment to the School before the expiry of the contract and before the final payment is released by the School.

6. Conflict of Interest:

- (i) The Consultant shall in no case represent or give opinion or advise to others in any activity outside the terms of contractual assignment which is adverse to the interest of the School nor he/she will indulge in any activity outside the terms of the contractual assignment.

7. Termination of Agreement:

The School may terminate the contract to which these terms apply, if:

- The consultant is unable to address the assigned work.
- Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the School.
- The Consultant is found lacking in honesty and integrity.

The Competent Authority of the School may also terminate the contract at any time without giving any notice and also without assigning any reason.

8. Instructions to Candidates Before Filling the Application Form for Appointments:

- Applications are to be filled neatly in candidate's own handwriting or typed.
- Please attach self-certified copies of certificates, mark sheets, testimonials, etc. with the application. The same will be verified at the time of interview.
- Please use a separate sheet wherever required and enclose the same.
- Outstation candidates called for interview will not be paid any TA/DA.

9. Submission of Applications:

Interested candidates are required to apply in the prescribed application form, which can be downloaded from the below

Proper scanned copy of complete application form, along with self-attested copies of certificates, marks sheets; testimonial, etc. will be sent to mail ID: coeupdspad@spa.ac.in. & coe.admin@spa.ac.in latest by: 04th August, 2026.

S/d-

DY. TEAM LEADER (COE-UPD)

3.
Date of Birth

Day
Month
Year

4.
Nationality

5.
Present Employment:

Designation
Organization

6.
Category
(SC/ST/OBC/EWS)

(a).
Are you PwD ?
Yes/No

(b).
Please tick (✓) the sub category of PwD, and attach certificate from competent authority for the same

Sub (a)

Sub (b)

Sub (c)

Sub (d)

7.
Academic record starting with graduation:
(Please Attach copy of relevant certificate)

Degree (with specialization)	College / University / Institute	Year of Graduating

* Please attach authenticated conversion formula

8.
Employment details
(Particulars of your past position(s))

Employer's Name and address	Position held	Date of Joining	Date of Leaving	Pay with Scale of pay	Duties /Responsibilities

9.
Proficiency in Computer/ MS Word/ Excel/ etc.

Sl No.	Description

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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 :

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(Signature of Applicant)

