Ref. No. 01/COE/SPAD/Appt. (Tech)/2026 19th November, 2026

ENGAGEMENT OF NON-TECHNICAL MANPOWER FOR CENTRE OF EXCELLENCE IN URBAN PLANNING AND DESIGN, MOHUA, GOVT. OF INDIA ON CONTRACT BASIS

S.No	Post	Vacancies	Salary Details	Essential Qualifications	Desirable
1.	Junior Technical Assistant	1- Post*	Rs.50,000 per month (consolidated)	B.E/ B.Tech in a relevant field in relevant subject from recognized university with at least 50% marks or equivalent grade	Proficiency in Soft Computing & Data Management
2.	Data Entry Operator (D.E.O)	2- Post*	Rs.30,000 per month (Consolidated)	1. Senior Secondary Examination (12th Standard) or equivalent qualification from a recognized University/Board. 2. Typewriting speed 35 words per minute in English or 30 words per minute in Hindi on computer.	1. Working knowledge of MS Office, Typing Speed on computer. 2. Experience of handling Processing/ management/data entry, etc.

*** Note:** The number of posts/vacancies may vary depending upon the requirement of the Centre.

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. Upon acceptance of the offer of engagement, the selected candidates shall be required to enter into a contract with the Centre of Excellence in Urban Planning and Design (CoE-UPD), incorporating the terms and conditions of engagement, including a confidentiality clause, before being assigned any work.

ii. The initial tenure of engagement shall be for a period of 11 months from the date of engagement, which may be extended based on satisfactory performance and project requirements. The

engagement may be terminated by either party by giving one month's notice.

iii. Any breach of the contract executed by the candidate shall constitute sufficient grounds for termination of the engagement and may also result in debarment from future engagements with the School of Planning and Architecture.

iv. The Centre of Excellence in Urban Planning and Design (CoE-UPD), SPA Delhi, or its authorized representative, reserves the right to reject any application without assigning any reason.

v. If an applicant who does not fulfill the prescribed minimum eligibility criteria appears for the selection process, it shall be entirely at the applicant's own risk and cost. If, at any stage, it is found that the applicant does not fulfill the prescribed eligibility criteria, their candidature shall be cancelled without assigning any reason.

vi. The engagement shall be purely contractual and project-based. The selected candidates shall have no right to claim regularization or permanent employment in the School of Planning and Architecture or any other authority

vii. The candidates shall be entitled to 08 days of Casual Leave during the period of engagement, as per applicable rules.

C. How to apply:-

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

Non-Technical Positions

https://spa.ac.in/sites/default/files/application-form-for-coe_-administration_0.pdf

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: 30th November, 2026.

Note: Applications receiving after the last date and incomplete applications shall be summarily rejected.

D. Mode of Selection:-

1. Applications received in response to this advertisement shall be scrutinized, and eligible candidates shall be shortlisted for the selection process.
2. For the post of Data Entry Operator (D.E.O.), a Skill Test (Typing Test) shall be conducted to assess the typing speed and computer proficiency of the shortlisted candidates. The prescribed typing speed shall be 35 words per minute in English or 30 words per minute in Hindi on a computer.
3. Shortlisted candidates may also be called for personal interaction and verification of documents. Candidates shall be required to produce their original documents at the time of verification.
4. The final selection shall be based on the prescribed eligibility criteria, educational qualifications, relevant experience, performance in the Skill Test (where applicable), and personal interaction.

S/d/-
Head of the Project
COE – UPD