



योजना तथा वास्तुकला विद्यालय
SCHOOL OF PLANNING AND ARCHITECTURE
 संसद के अधिनियम के तहत "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 – 110 002
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Advt. No. 001/CoE/SPA/2024

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)	M.Plan./M.Arch./B.Arch./ B.Planning with MBEM or Equivalent	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)	M.Plan./M.Arch./B.Arch./ B.Planning with MBEM or Equivalent	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	Consolidated Gross Salary Rs.53,000/- per month (TA/DA for outstation visits will be as per entitlement of Pay Level-6)	M.Plan./M.Arch./MBEM with B.Arch./B.Planning	2 Years for Non-Ph.D.	Ph.D. Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics
4.	Interns (For 3 to 6 months)	Consolidated Stipend Rs.10,000/-per month	B.Arch./B.Tech.(Civil)/ B.Plan./MBA	—	Proficiency in Soft Computing/ GIS/ MS Project/ Data Analytics

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
2.	Jr. Technical Assistant	Gross Salary Rs.33,000/- per month	B.Tech./ MCA	—	Proficiency in Soft Computing
3.	Jr. Assistant (LDC)	Gross Salary Rs.30,000/- per month	Essential: (i) Senior Secondary Examination (12 th Standard) or equivalent qualification from a recognized University/Board. (ii) Typewriting speed 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 depressions for each word)	—	Proficiency of MS Word/ Excel and Communication Skill Diploma/ Certificate in Office Management/ Secretariat Practice

4.	MTS	As per Minimum Wages for Unskilled labour approx. Rs.18,500/- per month	From Outsourcing	—	—
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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 (i)_____ (ii)_____. 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 within **two weeks** of the publications of this advertisement on the website in a envelope superscribed 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/_____)