

**योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**  
School of Planning and Architecture, Vijayawada  
An Institute of National Importance, Ministry of Education Gov. of India

संदर्भ.सं. एसपीएवी/प्रशासन/स्थाप./गैर-शिक्षण  
Ref. No. SPav/Admin/Estt./Non-Teaching

दिनांक: 30-07-2025  
Date: 30-07-2025

विज्ञापन संख्या:01/2025  
Advertisement No.:01/2025

योजना तथा वास्तुकला विद्यालय, विजयवाड़ा सीधी भर्ती/प्रतिनियुक्ति पर निम्नलिखित पदों के लिए भारतीय नागरिकों से आवेदन आमंत्रित करता है।

School of Planning and Architecture, Vijayawada invites applications from Indian National for the following posts on Direct Recruitment/Deputation.

| पद का नाम<br>Name of the Post   | स्तर<br>Level | पदों की संख्या<br>No. of Post | आरक्षण<br>Reservation          |            |            |                         |                   |
|---|---------------|-------------------------------|--------------------------------|------------|------------|-------------------------|-------------------|
|   |               |                               | यूआर<br>UR                     | एससी<br>SC | एसटी<br>ST | ओबीसी-एनसीएल<br>OBC-NCL | ईडब्ल्यूएस<br>EWS |
| कुलसचिव / Registrar   | 14            | 01                            | 01                             | --         | --         | --                      | --                |
| सहायक कुलसचिव<br>सीधी भर्ती - 01 और प्रतिनियुक्ति-01<br>Assistant Registrar<br>Direct -01 & Deputation - 01 | 10            | 02                            | 02                             | --         | --         | --                      | --                |
| सहायक कुलसचिव वित्त (प्रतिनियुक्ति पर)<br>Assistant Registrar Finance<br>(on Deputation)                    | 10            | 01                            | 01                             | --         | --         | --                      | --                |
| ग्राफिक डिज़ाइनर/वरिष्ठ तकनीकी सहायक<br>(प्रकाशन)<br>Graphic Designer/Sr. Technical Assistant (Publication) | 07            | 01                            | 01<br>(पी डब्ल्यू डी)<br>(PwD) | --         | --         | --                      | --                |
| निजी सहायक<br>(सीधी भर्ती -01, प्रतिनियुक्ति-01)<br>Personal Assistant<br>(Direct-01, Deputation-01)        | 06            | 02                            | 02                             | --         | --         | --                      | --                |
| कनिष्ठ अधीक्षक (तकनीकी) (प्रतिनियुक्ति-01)<br>Junior Superintendent (Technical)<br>(Deputation-01)          | 06            | 01                            | 01                             | --         | --         | --                      | --                |

भारत सरकार के आदेशों के अनुसार अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग-एनसीएल/ईडब्ल्यूएस/दिव्यांग वर्ग के लिए आरक्षण और आयु सीमा में छूट लागू है। पात्रता, योग्यता, अनुभव, अन्य नियम व शर्तों और आवेदन पत्र की विस्तृत जानकारी के लिए, हमारी वेबसाइट [www.spav.ac.in](http://www.spav.ac.in) देखें। आवेदन प्राप्त होने की अंतिम तिथि रोजगार समाचार में प्रकाशन की तिथि से 30 दिन हैं। आवेदन पत्र केवल निम्नलिखित लिंक पर पंजीकरण करके ऑनलाइन के जरिए जमा किए जा सकते हैं: <http://spavnt.samarth.edu.in/>

Reservations for SC/ST/OBC-NCL/EWS/PwD and age relaxation are applicable as per GoI orders. For detailed information regarding eligibility, qualification, experience, other terms and conditions and application forms, visit our website [www.spav.ac.in](http://www.spav.ac.in). The last date of receipt of application is 30 days from the date of publication in the employment news. Applications forms are to be submitted online only by registering in following link: <http://spavnt.samarth.edu.in/>.

एसडी/- Sd/-  
कुलसचिव/Registrar

सर्वे नं. 4/4, आई टी आई रोड, विजयवाड़ा-520 008, आन्ध्र प्रदेश, भारत  
Survey No. 4/4, ITI Road, Vijayawada-520 008, A.P., INDIA

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**Advertisement No.: 01/2025**  
**Non-Teaching Recruitment**

|                         |  |
|-------------------------|--|
| S. No.                  | I.   |
| Name of the Post        | Registrar  |
| No. of Post             | 01 - UR  |
| Group of the Post       | Group-A  |
| Level                   | Level-14 (Rs. 144200 – 218200)   |
| Mode of Recruitment     | The appointment of Registrar shall be on the basis of deputation or on contract for a fixed term of not exceeding five years   |
| Age limit               | Below 55 years   |
| Essential Qualification | <p>A Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC seven -point scale along with.</p> <p>a. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration<br/>or</p> <p>b. Comparable experience in research establishment and / or other institutions of higher education recognised by GOI<br/>or</p> <p>c. 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> |

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| S. No.                  | II  |
| Name of the Post        | Assistant Registrar   |
| No. of Post             | 02 - UR   |
| Group of the Post       | Group-A   |
| Level                   | Level-10 (56100-177500) 7th CPC   |
| Mode of Recruitment     | 01 – Direct (UR) and 01 - Deputation  |
| Age limit               | Not exceeding 35 years for direct recruitment<br>Not exceeding 56 years for deputation  |
| Essential Qualification | <p>For Direct Recruitment:</p> <p>Master's Degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale with good academic record</p> <p>or</p> <p>Five years of experience as Section Officer or equivalent in the field of Establishment/administration/academics or its equivalent preferably in government/ semi government autonomous bodies/University or educational Institute of repute.</p> |

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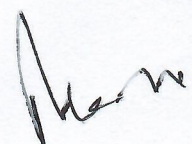


|            |  |
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| Experience | For Deputation:<br>Five years of experience as Section Officer or equivalent in the field of Establishment/ administration/ academics or its equivalent preferably in government / Semi – government / autonomous bodies / University or educational Institute of repute |
| Desirable  | Experience in administrative and academic working procedures in a higher technical/ education and familiarity and Government of India rules.   |

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| S. No.                  | III   |
| Name of the Post        | Assistant Registrar (Finance)   |
| No. of Post             | 01  |
| Group of the Post       | Group-A   |
| Level                   | Level-10 (56100-177500) 7 <sup>th</sup> CPC   |
| Mode of Recruitment     | Deputation for 03 years, extendable as per GoI norms<br>The terms and conditions of deputation will be governed by the provisions contained in GoI DOPT's Om No. 6/8/2009-Estt/ (Pay II) dated 17 June 2010 and Government of India's instructions issued from time to time on the subject. |
| Age limit               | Not exceeding 56 years  |
| Category                | UR  |
| Essential Qualification | Master's Degree or its equivalent with 05 years of experience as Section Officer or Bachelor's Degree with 07 years of Administrative/Secretarial experience in a Govt./Semi-Govt./University or educational Institute of repute.   |

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| S. No.                  | IV  |
| Name of the Post        | Personal Assistant  |
| No. of Post             | 02  |
| Group of the Post       | Group-B   |
| Level                   | Level-06 (35400-112400) 7 <sup>th</sup> CPC   |
| Mode of Recruitment     | Direct-01<br>Deputation-01  |
| Age limit               | Not more than 32 years (for direct recruitment)<br>Not exceeding 56 years (for deputation)  |
| Category                | UR-01<br>01 on Deputation   |
| Essential Qualification | Bachelor's Degree of a recognised University and Diploma in Stenography and Secretarial practice from a reputed Institute with a typing speed of 100/40 w.p.m. in English shorthand/typing with computer knowledge and having 03 years experience in secretarial/clerical work. |

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School of Planning and Architecture, Vijayawada  
Sy.No. 4/4, I.T.I Road,  
Vijayawada-520008, A.P., India






|           |  |
|-----------|--|
| Desirable | i. Possessing certificate/Diploma in computer application.<br><br>Office management and secretarial practice in Govt. education Institutions/Universities. |
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| S. No.                  | V.  |
| Name of the Post        | Junior Superintendent (Technical)   |
| No. of Post             | 01  |
| Group of the Post       | Group-B   |
| Level                   | Level-06 (35400-112400) 7 <sup>th</sup> CPC                                 |
| Mode of Recruitment     | Deputation-01   |
| Age limit               | Not exceeding 56 years (for deputation)                                     |
| Essential Qualification | B.E Computer Science/I.T / B.Tech (Remote Sensing) with 03 years experience |
| Experience              | Desirable: Experience in photogrammetric /Remote Sensing projects           |

|                         |  |
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| S. No.                  | VI.  |
| Name of the Post        | Graphic Designer/Sr. Technical Assistant (Publication)   |
| No. of Post             | 01   |
| Group of the Post       | Group-B  |
| Level                   | Level-07 (44900-142400) 7 <sup>th</sup> CPC  |
| Mode of Recruitment     | Direct   |
| Age limit               | 45 Years   |
| Category                | UR-PWD   |
| Essential Qualification | Master Degree in Design or PG Diploma in Design with 02 years of experience in publishing industry/research with adequate working knowledge of publishing platforms like adobe CS/Corel/Quark etc. |
| Desirable               | Working knowledge of New Media publishing platforms  |

  
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 Sy.No. 4/4, I.T.I Road,  
 Vijayawada-520008., A.P., India




## GENERAL TERMS AND CONDITIONS:

1. The pay and allowances for the posts advertised will be as per the 7<sup>th</sup> CPC scales applicable to Central Government employees and carry other allowances like House Rent Allowance, Transport Allowance and Children's Educational Allowance and eligible for other benefits like Medical, LTC etc., as per Govt of India Rules issued from time to time and as applicable for SPA, Vijayawada.
2. These positions are governed by New Pension Scheme of GoI, applicable w.e.f.01.01.2004.
3. The candidates selected for the above posts will be governed by the CCS Conduct Rules, CCS CCA Rules, CCS (Leave Rules), other Rules and Regulations issued by the GoI from time to time and as per the SPA Act 2014 and SPA Statutes 2016.
4. Please note that the candidate applying for the post on a deputation basis should hold analogous post on permanent basis as per advertisement.
5. Since the deputation refers to the deployment of a person outside the normal field, candidature of Staff of this Institute shall not be considered for the post.
6. Ordinarily, no person working on deputation shall be absorbed in any post of the Institute after expiry of his period of deputation.
7. The deputation will be governed by the terms and conditions contained in the O.M. No. 6/8/2009-Estt.(Pay-ii) dated 17.06.2010 issued by DoPT, Government of India as amended from time to time.
8. The in-service candidates should apply "through proper channel" failing which the application is liable to be rejected. He/she should produce a "No Objection Certificate" which shall be submitted along with application form along with the Vigilance Clearance Certificate. The following documents need to be attached with application form.
  - (a) No Objection Certificate from the employer
  - (b) Integrity Certificate
  - (c) Vigilance Clearance Certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
  - (d) A certificate indicating major/minor penalties, if any, imposed on the candidate during the last 10 years.
  - (e) Self-attested copies of certificates in support of educational qualifications.
9. The Institute reserves the right to increase or decrease the No. of posts or to accept or reject any application or to postpone/reschedule/cancel the whole process/partial portion of recruitment without assigning any reason, whatsoever.
10. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidates to be called for written test/interview. When number of applications received towards an advertisement is large, the Institute may restrict the number of candidates to be called for written test / interview on the basis of merit or qualification higher than that of minimum prescribed in the advertisement or by conducting test. The candidates should therefore furnish details of all qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidences.
11. Reservation for SC / ST / OBC-NCL / PwD/EWS/ Ex-Serviceman etc., will be as per Govt. of India norms. The benefit shall be given on submission of relevant certificates in the format prescribed by Govt. of India. Age relaxation will be considered as per GoI norms.
12. Candidates belonging to OBC-NCL category should submit caste certificate as per the proforma of Govt. of India which should be valid as on **1<sup>st</sup> April, 2025** or as per the GoI rules issued from time to time.
13. No TA & Accommodation will be provided for attending the written test and interview.

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School of Planning and Architecture, Vijayawada  
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14. No interim queries/correspondence will be entertained. Canvassing in any form and/or bringing any influence will be treated as a disqualification for the post applied for. All disputes are subject to the jurisdiction of Court of Andhra Pradesh only. However queries pertaining to recruitment will be addressed upto 6 months only.
15. Self-Attested copies of certificates, mark sheets, testimonials etc., are to be uploaded along with the application w.r.t their age, educational qualifications and experience.
16. Candidates applying for more than one post are required to submit separate application along with supporting documents and remit prescribed fee for each post.
17. The age, qualification and experience will be reckoned as on the last date of application.
18. Application fee is Rs.1000/-. SC/ST/PwD/Women are exempted from payment of application fee. Application fee needs to be paid online only through payment gateway after submission of application.
19. Candidates serving in Govt./Semi-government /PSU/Autonomous bodies/Govt. funded Institutions/Universities are required to attach "No Objection Certificate" issued by their present employer or send their application through proper channel or produce "No Objection Certificate" at the time of written test/interview, without which his/her candidature will not be considered.
20. Candidates who are applying for the deputation posts are required to apply online, pay the fees and forward their application (printed attested copy) through proper channel along with the remitted prescribed fee paid online and APAR's of last five years and vigilance/disciplinary clearance.
21. List of shortlisted candidates to be called for Written Test/Interview will be displayed on Institute website. Therefore, all the candidates are required to log on to our website regularly for up-dation of information/instructions if any. No correspondence will be made by the Institute directly with the candidate.
22. Selection for the post of Group A, B & C categories will be as per the DOPT's instructions issued vide No.39020/02/2016-Estt.(B) dated 13.04.2017.
23. The application fee once paid will not be refunded.
24. All the fields in the application form should be duly filled online with relevant information. Incomplete applications, applications which are not in the prescribed format, without relevant supporting documents and without fee payment receipts (other than exempted category) and applications which are received after the last date will be summarily rejected.
25. Candidates are required to apply online only by registering in (<https://spavnt.samarth.edu.in/>) . Details available on SPAV website [www.spav.ac.in](http://www.spav.ac.in)
26. The duly filled in application along with all self attested copies of supporting certificates, documents with regard to age, qualification, experience etc. is to be uploaded in Samarth portal. The last date for receipt of online application is one month from the date of publication in the employment news.

  
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