

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of HRD, Govt. of India)

Ph. 0755-2526800

No.SPAB/RGO/ Advt./2018-19/18

Date: 08.02.2019

Recruitment of Office Assistant - (On Contract)

Applications are invited for the posts of Office Assistant – (On Contract). The process of online submission of forms will start on 08.02.2019 at 11.00 (AM). Eligibility criteria and other details are available on Institute website www.spabhupal.ac.in.

REGISTRAR

Details regarding appointment of Office Assistant on contract basis

Eligibility Criteria:

NO OF POSTS - 10

ESSENTIAL QUALIFICATION:

1. Bachelor Degree in any discipline with good knowledge of operating computers /Tally/ERP.

DESIRABLE EXPERIENCE:

1. Experience in handling office papers of Stores/Purchase/Audit/ accounts/Finance/Taxation/Administration/Admission/Academic/Library/ Examination & record maintenance etc in a Government/ Higher Education Institutions.
2. Ability to draft routine letters and Knowledge of Hindi typing

Age limit: 40 years

Application Fee: Application fee will be payable through **SBI I-collect**.

Application fees for General & OBC is ₹ 200/- and

For SC/ST/PWD is ₹ 100/- (Women candidates are exempted from payment of application fees).

Other details:

1. The post is on contract for 11 months on a consolidated salary of ₹ 23000/- per month.
2. Applicants are required to fill application form online at recruitment portal linked on Institute website www.spabhupal.ac.in.
3. Applicants satisfying the eligibility criteria in all respect can submit their application through ON-LINE mode only. The On-line submission of application is made available on SPA, Bhopal official website i.e. <http://recruitmentportal.spab.ac.in>. Instructions for filling and the link for

submission of online applications will be activated from **08.02.2019**, time **11:00** am and the last date of online submission of applications will be **18.02.2019**, time **5:00** pm.

4. Applicants are required to send print out of the duly filled online application form with self-attested documents addressed to Registrar, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Bhopal – 462 030, Madhya Pradesh through **Speed Post/Registered post/** or in person only on or before **28.02.2019**, applications should not be sent through courier service. The school will not be responsible for any postal loss or delay in receipt of applications and the applications received after the last date, will not be processed.
5. Applicants serving in Govt. organizations (Central/State) as regular / temporary/ contract should furnish a No Objection Certificate from the employer at the time of test / interview.
6. Candidates will be selected on the basis of their performance in skill test/written test/interview. School can hold all the three tests or some of the tests depending on the number of application received.
7. Reservation will be as per Govt. of India norms.
8. List of shortlisted candidates for test/interview and relevant instructions will be displayed on institute website within one week from the last date of receipt of applications. Applicants are advised to visit website regularly for updated information in this regard. No separate communication will be sent.
9. No TA/DA will be paid for attending the interview.
10. The school reserves the right to change the dates of written test/Interview, increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for interviews and to accept or reject any application at any stage without assigning any reason.
11. For any query regarding online submission process, mail to recruitment@spabhupal.ac.in / administration@spabhupal.ac.in

IMPORTANT DATES

Date of publication of Advertisement	08.02.2019
Online submission of application starts date and time	08.02.2019 (11:00 AM)
Closing date and time of online submission of applications	18.02.2019 (5:00 PM)
Last date of receipt of applications at SPA, Bhopal (Hard Copy)	28.02.2019
Date of Written test/ Skill test / Interview	14 th & 15 th .03.2019

Registrar