



# School of Planning and Architecture, Bhopal

(An Autonomous Institution of MHRD, Govt. of INDIA)  
Neelbad Road, Bhauri, Bhopal- 462 030(MP) INDIA

SPAB/RGO/Advt./2018-19/16

Dated : 28<sup>th</sup> January, 2019

Applications are invited from Indian Nationals for the following non- teaching positions. The Institute is looking for dedicated and committed candidates to fill up the following vacancies to work at its campus at Bhauri, Bhopal.

## RECRUITMENT FOR NON-ACADEMIC POSITIONS

SN	Name of Post	Pay Scale	No. of Post/s
1	Deputy Librarian	₹ 15600-39100 with AGP of ₹ 8000 (6 <sup>th</sup> CPC Pre-Revised Scale)	UR-01
2	Assistant Librarian	₹ 15600-39100 with AGP of ₹ 6000 (6 <sup>th</sup> CPC Pre-Revised Scale)	UR-01
3	System Administrator	₹ 15600-39100 with GP of ₹ 5400 (6 <sup>th</sup> CPC Pre-Revised Scale)	UR-01

For all above posts Pay Band/ Grade Pay are as per 6<sup>th</sup> CPC, and will be revised as per 7<sup>th</sup> CPC orders issued earlier and also those which may be issued subsequent to this advertisement will be binding on the selected candidates.

For further details of qualifications, experience and how to apply, please visit website [www.spabhupal.ac.in](http://www.spabhupal.ac.in) .

**REGISTRAR**

## IMPORTANT DATES

<b>Date of publication of Advertisement</b>	28.01.2019
<b>Online submission of application starts date and time</b>	29.01.2019 (10:00 AM)
<b>Closing date and time of online submission of applications</b>	15.02.2019 ( 5:00 PM)
<b>Last date of receive applications (Hard Copy)</b>	28.02.2019



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Neelbad Road, Bhauri, Bhopal-462 030(MP)

## NON-ACADEMIC POSITIONS

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1.	<p><b>Deputy Librarian</b> Pay Scale PB-3 ₹ 15600-39100 with Academic Grade Pay of ₹ 8000 The Basic Pay of directly recruited Deputy Librarian will be fixed initially at minimum of ₹ 30320 (Pay in the Pay Band ₹ 22320+ AGP of ₹ 8000)</p> <p><b>Age: 50 Years Maximum</b></p> <p><i>* Pay Band/ Scale &amp; Grade Pay are as per 6<sup>th</sup> CPC, and will be revised as per 7<sup>th</sup> CPC orders issued earlier and also those issued subsequent to this advertisement will be binding on the selected candidates.</i></p>	<p><b>01</b> <b>Group</b> <b>'A'</b></p> <p><b>UR</b></p>	<p><b><u>ESSENTIAL QUALIFICATION &amp; EXPERIENCE:</u></b></p> <ol style="list-style-type: none"><li>1. A Master's degree in Library Science/Information Science / Documentation with at least 55% of the marks or its equivalent of grade B in the UGC seven point scale and consistently good academic record.</li><li>2. At least 5 years experience as an Assistant University Librarian / College Librarian in the Pay Scale of ₹15600-39100 with AGP of ₹6000 (pre-revised scale of ₹8000-275-13500) at an University/Reputed College/Institution.</li><li>3. Evidence of innovative library services and organization, Published work and professional commitment, computerization of library.</li></ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"><li>1. A M.Phil/ Ph.D Degree in Library Science/ Information Science /Documentation /computerization of library.</li></ol>
2.	<p><b>Assistant Librarian</b> Pay Scale PB-3 ₹15600-39100 with Academic Grade Pay of ₹6000 The Basic Pay of directly recruited Assistant Librarian will be fixed initially at minimum of ₹21600 (Pay in the Pay Band ₹ 15600+ AGP of ₹6000)</p> <p><b>Age : 45 Years Maximum</b></p> <p><i>* Pay Band/ Scale &amp; Grade Pay are as per 6<sup>th</sup> CPC, and will be revised as per 7<sup>th</sup> CPC orders issued earlier and also those issued subsequent to this advertisement will be binding on the selected candidates.</i></p>	<p><b>01</b> <b>Group</b> <b>'A'</b></p> <p><b>UR</b></p>	<p><b><u>ESSENTIAL QUALIFICATION:</u></b></p> <ol style="list-style-type: none"><li>1. A Master Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</li><li>2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</li><li>3. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment</li></ol> <p><b><u>ESSENTIAL EXPERIENCE:</u></b></p> <ol style="list-style-type: none"><li>1. At least 5 years of experience in Library/ computerization of Library in a reputed educational institute, of which 3 years shall be as Senior Library Information Assistant/ Library Information Assistant or equivalent post in the Pay Scale of ₹ 9300-34800 with Grade Pay of ₹4200 (Pre -Revised) or equivalent.</li></ol>

<p>3.</p>	<p><b>System Administrator</b></p> <p>Pay Scale PB-3 ₹15600-39100 with Grade Pay of ₹ 5400</p> <p>The Basic Pay of directly recruited System Administrator will be fixed initially at minimum of ₹ 21000 (Pay in the Pay Band ₹ 15600+ GP of ₹ 5400)</p> <p><b>Age : 45 Years Maximum</b></p> <p><i>* Pay Band/ Scale &amp; Grade Pay are as per 6<sup>th</sup> CPC, and will be revised as per 7<sup>th</sup> CPC orders issued earlier and also those issued subsequent to this advertisement will be binding on the selected candidates.</i></p>	<p><b>01 Group 'A'</b></p> <p><b>UR</b></p>	<p><b><u>RR AS per Post Advertise in April -2015</u></b></p> <p><b>ESSENTIAL QUALIFICATION &amp; EXPERIENCE:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor of Technology /Bachelor of Engg. in Computer Science or M.Tech (IT/Computer Science) / M.Sc (IT/Computer Science) / MCA with at least 60% of the Marks</li> <li>2. with at least 02 years of post qualification experience in the area of Networking, Security &amp; System Administration as Computer Lab In-charge/ Graphics Lab in a Government/ Semi. Government/ Department/ Autonomous Bodies/ reputed recognized University/ institutions/Multinational Company.</li> </ol>
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## GENERAL INFORMATION/ DETAILS ABOUT POSTS ADVERTISED

1. All the above posts are as per the Central Government pay scale allowances and other benefits.
2. **The school reserves the right to 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.**
3. The school will not be responsible for any postal loss or delay in receipt of applications and the applications would not be received after the last date and returned.
4. The qualification prescribed should have been obtained from recognized Universities/ Institution.
5. Persons serving in Govt./Semi Govt./PSUs/University/ compulsorily send their application **THROUGH PROPER CHANNEL** via speed post/Registered post/ or in person only. The Institute shall not be responsible for any postal delay.
6. The prescribed Essential Qualifications/Experience indicated are bare Minimum and mere possession of same will not entitle the candidates to be short-listed or called for written test / interview. The candidate with higher qualification and relevant experience of longer duration in required field as mentioned in the respective post may be given preference. The institute reserves the right to short-list limited candidates amongst the eligible candidates as per the essential/desirable/ qualification and relevant experience of years.
7. Where number of applications received in response to an advertisement is large, it may not be possible for the institute to call all the candidates for written test/ skill test/ interview. The institute may restrict the number of candidates to a reasonable number to be called for written test /skill test/ interview on the basis of higher qualifications and relevant experience of years higher than that of the minimum prescribed in the advertisement.
8. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
9. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
10. Application incomplete in any respect and not accompanied by relevant certificate/documents/photograph/DD will be summarily rejected. Self Attested copies of certificates, marks sheets, testimonials etc. are to be attached with the application.
11. The original documents will be verified at the time of interview. If the candidate fails to produce the original documents at the time of verification, he/she will not be able to attend the written test /skill test/ interview.
12. **Those who have applied earlier vide Advt. No. Advt./2015/03 dated 17.04.2015 are required to apply fresh through online with updated profile, earlier submitted applications will not be considered. However, such applicants need not pay fee, if paid against previous advertisement.**

*To be contd.....*

**From pre-page**

**HOW TO APPLY:**

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

**₹.500 (For General & OBC) – For the post of Deputy Librarian, Assistant Librarian, System Administrator**

**SC/ST/ PWD (Persons with Disabilities) and Women candidates are not required to submit the application fee.**

The aspiring 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://recruitment.spab.ac.in>. Instructions for filling and the link for submission of online applications will be activated from **29.01.2019**, time **10:00 am** and the last date of online submission of applications will be **15.02.2019**, time **5:00 pm**.

For any query regarding online submission process, mail to [recruitment@spabhopal.ac.in](mailto:recruitment@spabhopal.ac.in) / [administration@spabhopal.ac.in](mailto:administration@spabhopal.ac.in)

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<b>Last date of receipt of applications at SPA, Bhopal (Hard Copy)</b>	28.02.2019

The complete application along with recent passport-size photograph and copies of relevant certificates and other testimonials in support of age, qualification, caste & experience etc. **should be sent in a closed cover superscribing. Application for Non-Teaching Position for the post Serial No.[ ] of**  
“ \_\_\_\_\_ ”

**To**

**Registrar  
(Attention to: Recruitment Cell)  
School of Planning and Architecture, Bhopal  
(An Autonomous Institution of MHRD, Govt. of India)  
Neelbad Road, Bhauri  
Bhopal – 462030 (INDIA) MP**

**So as to reach on or before by 28.02.2019**

**REGISTRAR**