



Ref.:Advt.No.01/SPAV/NT Rect/Deputation/2022

Date: 22/09/ /2022

**RECRUITMENT OF ASSISTANT REGISTRAR (FINANCE)
ON DEPUTATION BASIS**

School of Planning and Architecture, Vijayawada an Institute of National Importance under Ministry of Education, Govt. of India, invites applications for the post of Assistant Registrar (Finance) on deputation basis for a period of three years.

Applications of eligible and willing persons, who can be spared immediately may be forwarded through proper channel in the prescribed application format in the sealed envelope to '**The Registrar, School of Planning and Architecture Vijayawada, Survey No.4/4, ITI Road, Vijayawada 520008, Andhra Pradesh**' within 30 days from the date of publication of advertisement in Employment newspaper. The sealed envelope should be super scribed as 'Application for the post of Assistant Registrar (Finance) on deputation basis'.

The eligibility criterion for the post is as follows:

Name of the Post	Assistant Registrar (Finance) (on Deputation basis)
Number of Vacancies	01 (UR)
Pay Level(7 th CPC)	Level 10 (56100-177500)
Age limit	Not exceeding 56 years as on last date of application
Essential Qualifications and Experience	Master's Degree or its equivalent with 5 years of experience as Section Officer or Bachelor Degree with 7 years of Administrative/Secretarial experience in a Government/Semi-Government/Department University or educational institute of repute.(As per UGC norms)
Tenure of Deputation	Three years

Terms and conditions

1. Only Indian Nationals need to apply.
2. **Selection Process:** The qualifications and experience prescribed are the minimum requirement and the same does not automatically make candidates eligible for calling for Interview/selection process. Based on the academic performance, experience, bio-data, initial screening will be conducted. SPA Vijayawada reserves the right to withdraw the advertisement at any time without giving any reasons.
3. **Pay & Allowances:** The Pay and allowances of the selected candidate will be regulated by the provisions contained in the DoP&T O.M No.6/8/2009-Estt.(Pay II), dated.17.06.2010as amended from time to time.

4. It is for the candidates to ensure that he /she fulfils the eligibility criteria and complied with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are required to carefully read the advertisement and complete the application form and submit the same as per the instructions given this regard.
5. The application of the candidate should be forwarded by the controlling officer along with the following documents, duly signed by an officer not below the rank of Under Secretary or equivalent:
 - a) No Objection Certificate on the Annexure-I
 - b) Attested copies of APARs of the last five (05) years up to 31.03.2022.
 - c) Integrity certificate
 - d) Vigilance clearance certificate indicating that no disciplinary, criminal proceedings are pending or contemplated against the applicant.
 - e) A certificate indicating Major/minor penalties, if any, imposed on the candidate during the last 10 years.
 - f) Self-attested copies of certificates in support of educational qualifications.
 - g) Applications received directly or without copies of APARs will NOT be entertained.
6. Candidates are required to remit an amount of Rs. 1,000/- towards application fee, non-refundable, the SBI collect at the following link: <https://www.onlinesbi.sbi/sbicollect/payment/listcategory.htm>
7. No TA/DA shall be paid for attending the selection process and no accommodation will be provided by the Institute for attending the selection process.
8. The institute reserves the right to accept or reject any applications without assigning any reason. The school will not be responsible for any postal loss or delay.
9. SPA Vijayawada reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and/ or experience higher than the minimum prescribed.
10. The selected candidate will not be entitled for absorption in regular service or made permanent. The institute reserves right to repatriate the employee during the period of deputation to their parent organization in case of unsatisfactory performance.
11. Incomplete applications including applications without the self-attested copies of experience and educational qualifications will be rejected.
12. No interim correspondence will be entertained and canvassing in any form will be treated as disqualification for the post.

K V Uma Maheswara Rao
Registrar