

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

Ref.No. 10/SPAV/Estt./Non-Teaching/02/2026

Date: 08-08-2026

Advertisement No.: SPAV/02/2026

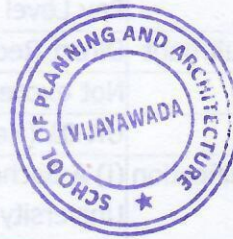
School of Planning and Architecture, Vijayawada invites applications from Indian National for the following posts on Direct Recruitment basis.

Name of the Post	Level	No. of Posts	Reservation				
			UR	SC	ST	OBC-NCL	EWS
Assistant Registrar (Direct Recruitment-01)	10	01	01	--	--	--	--
Personal Assistant (Direct Recruitment-01)	06	01-PwD	01-PwD	--	--	--	--

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 process, Please visit our website www.spav.ac.in.

Applicants are required to fill in and submit the hard copies of the application forms.

The last date for receiving hard copy of applications is 15th September, 2026 till 17:30 Hrs. SPA Vijayawada shall not be responsible for any postal delay.



[Signature]

Registrar I/c, SPAV

Survey No.4/4, ITI Road, Vijayawada-520008, A.P., INDIA

Advertisement No.: SPAV/02/2026
Non-Teaching Recruitment

S. No.	I
Name of the Post	Assistant Registrar
No. of Post	01
Group of the Post	Group-A
Scale of Pay	Pay Level 10 (Grade Pay of Rs.5400/-)
Mode of Recruitment	Direct Recruitment
Age limit	Not exceeding 35 years
Category	UR-01
Essential Qualification	Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA /UGC point scale with good academic record from a recognized University/Institute. Or Employees serving in Pay Level 9, (GP of Rs.5400/-) with at least two years regular service or in Pay Level 8 (GP of Rs.4800/-) with at least five years regular service and possessing Master's Degree.
Desirable Qualification	i) Qualification in area of Management/Engineering/Law. ii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts). iii) Experience of working in E-Office system.

S. No.	II
Name of the Post	Personal Assistant
No. of Post	01
Group of the Post	Group-B
Scale of Pay	Pay Level 6 (Grade Pay of Rs.4200/-)
Mode of Recruitment	Direct Recruitment
Age limit	Not exceeding 30 years
Category	UR-01 (Reserved for PwD Category)
Essential Qualification	(i) A Bachelor's Degree in any discipline from any recognized Institute/ University. (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm. (iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. (iv) Knowledge of Computer Applications.



GENERAL TERMS AND CONDITIONS:

1. The Pay and Allowances for the posts advertised will be as per the 7th CPC scales applicable to Central Government employees and carry other allowances like House Rent Allowance, Transport Allowance and Children Educational Allowance and also eligible for other benefits like Medical, LTC etc., as per Govt of India Rules issued from time to time and as applicable to 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 DoPT and GoI from time to time and as per the SPA Act 2014 and SPA Statutes 2016.
4. 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.
5. 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 the 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.
6. 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.
7. Candidates applying under a reserved category, such as SC/ST/OBC/EWS/PwD, are required to submit their latest supporting document/certificate; otherwise, their application may be summarily rejected. Candidates belong to OBC category should submit OBC-NCL certificate issued on or after 1st April, 2026 as per the proforma of Govt. of India and it should be valid as on closing date for receipt of applications.
8. No TA & Accommodation will be provided for attending the written test and interview.
9. 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. Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Andhra Pradesh only. However, all the queries pertaining to this recruitment process shall be entertained up to 6 months only from the date of declaration of results.
10. Self-Attested copies of certificates, Mark sheets, testimonials etc., are to be submitted in support of age, educational qualifications and experience.
11. Candidates applying for more than one post are required to submit separate application along with supporting documents and remit prescribed fee for each post.
12. The Age, qualification and experience will be reckoned as on the last date for receiving the applications.
13. 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.



14. List of shortlisted candidates to be called for Written Test/Interview will be displayed on the institute's website. Therefore, all the candidates are required to log on to our website regularly for updation of information/instructions if any. No correspondence will be made by the institute directly with the candidate.
15. 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.
16. The application fee once paid will not be refunded.
17. All the fields in the application form should be duly filled with the relevant information. Applications forms without relevant supporting documents and which are received after the last date will be summarily rejected.
18. No correspondence or queries will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.
19. Ad-hoc/temporary/contractual/outsourcing employees who have rendered minimum of three years of continuous service in SPAV, will be given one-time age relaxation of 10 years to participate in this recruitment process, for the post for which they fulfil all other conditions mentioned in the Uniform RRs-2025 for SPAs.

HOW TO APPLY:

1. Candidates are required to download the application form available on SPAV website (www.spav.ac.in). After Downloading, candidates are required to fill in and submit the hard copies of the application form. The last date for receiving Hardcopy of applications is **15th September, 2026 till 17.30 Hrs.**
2. Application fee is Rs.1000/-. Candidates belong to SC/ST/PwD/Women Candidates are exempted from payment of application fee.
3. Application fee needs to be paid online through SBI collect using below mentioned URL. <https://onlinesbi.sbi.bank.in/sbicollect/payment/listcategory.htm>. The payment shall be accepted through online mode using SB Collect. The SB Collect reference number should be filled in the application form along with the copy of the receipt.
4. Self-attested copies of supporting documents such as Certificates, Marks sheets, Testimonials in support of Age, Qualification, Experience, fee paid receipt etc. are to be enclosed along with application form.
5. Duly filled in application forms accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of Age, Educational qualifications, Experience, Caste/Community etc. should be sent to the **"The Registrar I/c, School of Planning and Architecture Vijayawada, Survey No.4/4, ITI Road, Vijayawada, Andhra Pradesh – 520008"** positively latest by **15th September, 2026 till 17:30 hrs.** The School shall not be responsible for any postal loss or delay. The candidate will have to clearly superscribe "APPLICATION FOR THE POST OF _____ AGAINST ADVT. NO. SPAV/02/2026 Dt:08.08.2026" on the top of the envelope in capital letters.
6. Incomplete and duplicate applications will be summarily rejected.
7. In case of any queries while filling application form, Please contact through email recruitment@spav.ac.in and registrar@spav.ac.in indicating the Advertisement No. and Name of Post in the subject.



SPAV
Registrar I/c
SPA Vijayawada