



योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्त्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

फोन: 0755-2526800, 2526803, 2526812

क्र. यो. वा. वि. भो./कु.स./विज्ञा./2023/18

दिनांक: 02.04.2023

विभिन्न गैर शैक्षणिक पदों के लिए भर्ती

योजना एवं वास्तुकला विद्यालय, भोपाल योग्य उम्मीदवारों से विभिन्न गैर शैक्षणिक पदों की सीधी भर्ती हेतु आवेदन आमंत्रित करता है। पात्रता मापदंड एवं अन्य विवरण संस्थान की वेबसाइट spabhopal.ac.in पर उपलब्ध हैं। संस्थान में आवेदन की हार्ड कॉपी प्राप्त करने की अंतिम तिथि 31.05.2023 है। किसी भी प्रकार का परिशिष्ट, शुद्धिपत्र, तिथि विस्तार, संशोधन इत्यादी केवल संस्थान की वेबसाइट के माध्यम से सूचित किया जाएगा।

कुलसचिव



School of Planning and Architecture, Bhopal

(An Institute of National Importance, Ministry of Education, Govt. of India)

Ph. 0755-2526800, 2526803, 2526812

No. SPAB/RGO/Advt./2023/18

Date: 02.04.2023

RECRUITMENT FOR VARIOUS NON-TEACHING POSITIONS

School of Planning and Architecture, Bhopal invites applications from eligible candidates for filling up of various non-teaching posts on Direct Recruitment basis. For eligibility criteria and other details, please visit the Institute website spabhopal.ac.in. The last date of receipt of applications at SPA, Bhopal (Hard copy) is 31.03.2023 Any addendum, corrigendum, extension of dates etc. shall be notified on the Institute website only.

Registrar



School of Planning and Architecture, Bhopal
(An Institute of National Importance, Ministry of Education, Govt. of India)
Neelbad Road, Bhauri, Bhopal- 462 030 (MP) INDIA

No. SPAB/RGO/Advt./2023/18

Dated : 02.April, 2023

Applications are invited from Indian Nationals for the following non-teaching positions at School of Planning and Architecture Bhopal. 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-TEACHING POSITIONS

SN	POST	NO OF POST						PAY SCALE
		UR	OBC (NCL)	SC	ST	EWS	Total	
1	Assistant Librarian (Group-A)	1	--	--	--	--	1	Pay Level – 10 (Rs. 57700-182400)
2	Medical Officer (Group-A)	1	--	--	--	--	1	Pay Level – 10 (Rs. 56100-177500)
3	Technical Officer (Group-A)	1	--	--	--	--	1	Pay Level – 10 (Rs. 56100-177500)
4	System Administrator (Group-A)	1	--	--	--	--	1	Pay Level – 10 (Rs. 56100-177500)
5	Personal Assistant (Group-B)	1	--	--	--	--	1	Pay Level – 6 (Rs. 35400-112400)
6	Jr. Superintendent / MSA* (Group-B)	1	1	--	--	--	2	Pay Level – 6 (Rs. 35400-112400)
7	Junior Assistant (Group-C)	2	1	--	--	1	4	Pay Level – 3 (Rs. 21700-69100)
8	Technical Assistant* (Group-C)	--	1	--	--	--	1	Pay Level – 3 (Rs. 21700-69100)
9	Library Assistant* (Group-C)	--	1	--	--	--	1	Pay Level – 3 (Rs. 21700-69100)
10	Communication System Operator* (Group-C)	1	--	--	--	--	1	Pay Level – 3 (Rs. 21700-69100)
Total:		9	4	--	--	1	14	

**Nomenclature of some posts may change at any stage before or after the recruitment process.*

Please refer clause 19 of general terms & conditions for PwD Reservation.

For further details of qualifications, experience and how to apply, please visit Institute website spabhupal.ac.in. The last date of receipt of applications at SPA, Bhopal (Hard copy) is 31.05.2023.

REGISTRAR



School of Planning and Architecture, Bhopal

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

No.SPAB/RGO/Advt./2022-23/18

02 April, 2023

Advertisement for the non-teaching positions

School of Planning and Architecture, Bhopal was established by the Ministry of Education in the year 2008. The Institute has been declared as an Institute of National Importance under SPA Act 2014. The aim of the Institute is to cater the growing demand of Architects and Planners and to promote advanced research in this field. The Institute is offering Bachelors and Masters Degree as well as Doctoral and Post Doctoral Programs in Architecture and Planning.

Applications are invited from Indian Nationals for the following non-teaching positions at School of Planning and Architecture Bhopal. 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-TEACHING POSITIONS

S.N.	Post & Pay Scale	No. of Post/s	Essential Qualification & Experience
1	Assistant Librarian Rs. 57700/- Pay Level 10 in the Pay Matrix (7 th CPC) AGP- Rs. 6000/- (6 th CPC) Age : 45 Years Maximum	01 Group 'A' UR	ESSENTIAL QUALIFICATION: A Master's 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. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 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 ESSENTIAL EXPERIENCE: 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 Rs. 9300-34800 with Grade Pay of Rs. 4200 (Pre -Revised) or equivalent. DESIRABLE: Experience of innovative library service and commitment for computerization of library.

2	<p>Medical Officer</p> <p>Rs. 56100/- Pay Level 10 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 5400/- (6th CPC)</p> <p>Age : 45 Years Maximum</p>	<p>01</p> <p>Group 'A'</p> <p>UR</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>MBBS Degree or higher qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p> <p>DESIRABLE</p> <p>Post Graduate qualification preferably MD in medicine.</p>
3	<p>Technical Officer</p> <p>Rs. 56100/- Pay Level 10 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 5400/- (6th CPC)</p> <p>Age : 45 Years Maximum</p>	<p>01</p> <p>Group 'A'</p> <p>UR</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>M. Tech with at least 55% of the Marks in Geo-informatics /GIS (Geographical Information System)/Remote Sensing or specialization in Geo-informatics /GIS (Geographical Information System) / Remote Sensing.</p> <p>At least 2 years of relevant experience in Laboratory or Research in a Government/ Semi. Government Department /Autonomous Bodies/ reputed recognized University/ institutions/organization/ Multinational Company.</p> <p>DESIRABLE:</p> <p>Five years of working experience in the relevant technical field of higher educational institutions. Preferably in GIS and Transport Planning Lab.</p>

4	<p>System Administrator</p> <p>Rs. 56100/- Pay Level 10 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 5400/- (6th CPC)</p> <p>Age : 45 Years Maximum</p>	<p>01</p> <p>Group 'A'</p> <p>UR</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>M.Tech (IT/Computer Science) / M.Sc (IT/Computer Science) / MCA or Bachelor of Technology / Bachelor of Engg. in Computer Science/IT with at least 60% of the Marks</p> <p>At least 02 years of post qualification experience in the area of Networking, Security & System Administration in a Government/ Semi-Government/Department/Autonomous Bodies/ reputed recognized University/ institutions/Multinational Company.</p> <p>DESIRABLE:</p> <p>Should have experience of configuration, implementation and customization of ERP modules, strong coding and troubleshooting skills on Python, JavaScript, Linux preferably in Centrally Funded Technical Institutes (CFTIs), Autonomous Bodies or reputed Higher Educational Institutes.</p> <p>Experience in Installation and configuring software and hardware, manage network servers and technology tools, set up accounts and workstations, monitoring performance, troubleshoot issues and outages, ensure security through access controls, backups and firewalls, upgrade systems with new releases and models, develop expertise to train staff on new technologies, knowledge of databases, networks (LAN, WAN), patch management, system security (e.g. intrusion detection systems), data backup/recovery, familiarity with various operating systems and platforms, etc.</p>
5	<p>Personal Assistant</p> <p>Rs. 35400/- Pay Level-6 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 4200/- (6th CPC)</p> <p>Age : 40 Years Maximum</p>	<p>01</p> <p>Group 'B'</p> <p>UR</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>Bachelor's Degree in any discipline and Diploma in Stenography & Secretarial Practice from a reputed Institute with a speed of 100/30 wpm in English Shorthand / typing.</p> <p>At least 03 years of experience in computer office applications.</p> <p>DESIRABLE</p> <p>Must qualify skill test/trade test to be conducted to test the stenography speed in this regard.</p> <p>Certificate in Computer applications from a recognized institute.</p>

6	<p>Junior Superintendent / Multi Skill Assistant</p> <p>Rs. 35400/- Pay Level 6 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 4200/- (6th CPC)</p> <p>Age : 40 Years Maximum</p>	<p>02 Group 'B' (UR-1, OBC-1)</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>Master's Degree in any discipline with good academic record & with PGDCA (Post Graduate Diploma in Computer Application) / DCA (Diploma in Computer Application)/ from Govt. Polytechnic/ reputed recognized University/DOEACC 'A' Level.</p> <p>At least 3 years of experience in the revised Pay Scale PB-1 (Rs.5200-20200 + GP Rs.2000) (Pay level -03 as per 7th CPC) or equivalent in the field of Recruitment/Establishment/ Estate Management/ Academic Resource Management/Administration/ Academics/Examination in a Government/ Semi. Government/ Department /institutional Autonomous Bodies/ reputed recognized University/ institutions.</p> <p>DESIRABLE:</p> <p>Experience in handling Audit, Accounts, Legal matters, RTI, grievances etc.</p> <p>Experience in managing offices of institute authorities</p>
7	<p>Junior Assistant</p> <p>Rs. 21700/- Pay Level-3 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 2000/- (6th CPC)</p> <p>Age : 40 Years Maximum</p>	<p>04 Group 'C' (UR-2, OBC-1 & EWS-1)</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>Bachelor's Degree in any discipline with knowledge of operating computers.</p> <p>DESIRABLE EXPERIENCE:</p> <p>Experience in handling office papers of Stores/Purchase/Audit/ Accounts/ Finance/ Administration/ Admission/ Academics/ Examination & record maintenance in a Government/ Semi. Government/ Department/ Autonomous Bodies/ reputed recognized University/ Institutions.</p> <p>Ability to draft routine letters in Hindi and English independently.</p> <p>Must qualify skill test/ trade test to be conducted to test the working Knowledge and the computer proficiency.</p>
8	<p>Technical Assistant</p> <p>Rs. 21700/- Pay Level-3 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 2000/- (6th CPC)</p> <p>Age : 40 Years Maximum</p>	<p>01 Group 'C' OBC</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>Bachelor's Degree in any discipline with PGDCA (Post Graduate Diploma in Computer Application)/ DCA (Diploma in Computer Application)/ from Govt. Polytechnic/ reputed recognized University/ DOEACC 'A' Level.</p> <p>At least 01 year of post qualification experience in the area of Networking, Security & System Administration as Computer Lab In-charge/ in a Government/Semi Government/ Department/ Autonomous Bodies/ Reputed recognized University/ Institutions/Multinational Company.</p>

9	<p>Library Assistant</p> <p>Rs. 21700/- Pay Level 3 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 2000/- (6th CPC)</p> <p>Age : 40 Years Maximum</p>	<p>01</p> <p>Group 'C'</p> <p>OBC</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>Graduate Degree from recognized University with good academic record.</p> <p>Diploma / Certificate course in Library Science/Information Technology from recognized Institutions.</p> <p>At least (01) One year's post qualification experience in handling the records/catalog/Journals/Books/e-Books in the Library of Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution.</p>
11	<p>Communication System Operator</p> <p>Rs.21700/- Pay Level 3 in the Pay Matrix (7th CPC)</p> <p>GP- Rs. 2000/- (6th CPC)</p> <p>Age : 40 Years Maximum</p>	<p>01</p> <p>Group 'C'</p> <p>UR</p>	<p>ESSENTIAL QUALIFICATION & EXPERIENCE:</p> <p>Graduate Degree from recognized University with good academic record.</p> <p>At least (01) One year's post qualification experience in handling EPABX/Communication Equipments/ Internet-servers in Central/ State Govt. or Autonomous Bodies/Reputed recognized University/ Institution.</p> <p>DESIRABLE QUALIFICATION:</p> <p>Computer Diploma/ Certificate from any reputed recognized University/Institution and experience of handling internet, networking & video-conferencing.</p>

GENERAL INFORMATION/ TERMS & CONDITIONS /DETAILS ABOUT ADVERTISED NON-TEACHING POSITIONS

1. It is mandatory to fill the online application form (Google Form), take the printout of filled application form and submit the hard copy of filled application form through postal service within stipulated date. Institute will not be responsible for any postal delay.
2. All non-teaching positions at SPA Bhopal are for dedicated and committed candidates to work at the Institute's permanent campus near Bhauri, Bhopal.
3. The posts carry allowances which at present correspond to those admissible to Central Government employees stationed at Bhopal. The benefits of LTC, Children Education Allowance, and contribution towards New Pension Scheme (NPS) shall be permissible as per Gol rules.
4. Persons serving in Govt./Semi Govt./PSUs/ Govt. Funded Institutions/University/ Autonomous Bodies should process their application THROUGH PROPER CHANNEL and submit NOC with Vigilance Clearance from their present employer. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' with vigilance clearance from their present employer at the time of interview. However, they should submit an undertaking with their application that NOC would be submitted at the time of interview. If the application is not forwarded through proper channel along with vigilance clearance and/or the candidate does not produce No Objection Certificate at the time of interview, the candidature will not be considered.
5. Candidature of applicant shall be subject to verification of caste certificate/academic qualifications, experience, medical fitness followed by police verification, other testimonials at any subsequent stage. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, appointment may be cancelled. Concealing any information or submitting false information may lead to cancellation of candidature at any stage of recruitment.
6. The qualification prescribed should have been obtained from recognized Universities / Institution.
7. Age relaxation will be given for SC/ ST/ OBC (NCL)/ Persons with Disabilities (PWD)/ Ex-Servicemen, Central Government employees as per Government of India norms. Candidates claiming age relaxation should submit their self-attested copy of relevant certificate issued by competent authority as per Government of India norms along with the application form, in support of their claim.
8. Persons serving/employed in SPA Bhopal on ad-hoc/temporary/contractual/outsourced basis for a period of 5 years or more shall be granted one time age relaxation of 10 years over and above the age limit prescribed for Group 'C' positions only. This age relaxation is applicable subject to fulfilling prescribed educational qualification and experience for the post.
9. No joining time pay or travelling allowance will be allowed on joining the post or on leaving the service of SPA Bhopal. However, the Institute may admit the claim for reimbursement of TA for self in case of Joining the Institute on Deputation/ Technical resignation/ Permanent absorption etc. from Central/ State Govt. or Autonomous Organisations / Govt. Organisations, in eligible cases only.
10. Applicants, who have submitted experience certificates from PSU / Autonomous bodies having different pay scales, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.
11. For determining equivalence of Pay Level in respect of candidates employed in PSUs/Autonomous Bodies/Private Organizations where relevant Central Government Pay scales are not applicable, the gross salary of the candidate should not be less than Basic Pay plus Dearness Allowance of the 7th CPC Pay Level in which experience is required.
12. Candidates applying for more than one post should apply separately for each position. Application fees, as applicable, would be required to be paid separately for each position.

13. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph/fee receipt will be summarily rejected.
14. No TA/DA will be paid for attending Written Test / Skill Test. However, outstation candidates/applicants, called for interview may be reimbursed to & fro rail fare subject to maximum of Sleeper Class or Actual by the shortest route, whichever is lower, irrespective of class of journey actually performed, on production of self-attested tickets.
15. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter during/after the selection procedures.
16. Reservation will be followed as per Govt. of India norms on submission of valid Caste Certificate/PH certificate in the format as prescribed by the Govt. of India. Failure of submission of information/ documents etc. may lead to cancellation of candidature at this stage & beyond too.
17. Candidates belonging to OBC (NCL) category should submit proper caste certificate as per the proforma of Govt. of India (which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time.)
18. Candidates belonging to EWS category should submit proper EWS certificate as per the proforma of Govt. of India which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time. Further, they should invariably attach a valid EWS certificate issued for the financial year prior to the year of application on their eligibility as per the Department of Personnel & Training, Govt. of India OM No. No.36039/112019-Estt (Res) dated 31/01/2019 in the prescribed proforma for consideration of the candidature under EWS category.
19. Vacancies of PwD quota are horizontal and included in the total no. of vacancies. Therefore, there will be no separate Recruitment against PwD Quota and it will be conducted simultaneously and appointed against UR/SC/ST/OBC/EWS category, as the case may be, to which the candidate belongs.
20. In case, the positions reserved for EWS are not filled up by candidates belonging to the EWS category during the recruitment process due to a shortage of eligible candidates, the positions will be filled up from candidates of the unreserved category.
21. The prescribed essential qualifications/experience indicated in the advertisement are bare minimum and mere possession of the same will not entitle the candidate to be shortlisted for interview. The candidate with higher qualification and relevant experience of longer duration in required field shall be given preference.
22. Only Shortlisted candidates would be called for written test/skill Test/interview. They shall report at SPA Bhopal, Bhuri campus along with original testimonials. The original documents/NOC (if not applied through proper channel) will be verified at the time of written test/skill Test/interview, failing which the candidate will not be allowed to attend the written test/skill Test/interview.
23. List of shortlisted candidates to be called for Written test/Skill Test/Interview will be displayed on institute website. Candidates will also be informed through email.
24. The Institute reserves the right to shortlist limited candidates from among the eligible candidates as per the advertised criteria, increase or decrease the number of posts, postpone/reschedule/cancel the whole procedure of recruitment, to shortlist candidates for written test/skill Test/interview and to accept or reject any application at any stage without assigning any reason there for. Fulfillment of essential qualifications itself does not entitle a candidate to be called for written test/skill Test/interview etc.
25. Marks obtained in the Written/ Skill Test would be considered as qualifier and will not be carried forwarded for the interview. The Institute reserves the right to decide upon the qualifying marks of Written/Skill Test.
26. Selected candidate will be required to reside in the Institute's permanent campus. The accommodation will be provided as per entitlement in lieu of HRA, subject to availability. If the selected candidate decide to stay outside the campus by his personal choice, no HRA shall be admissible.

27. As per requirement, the selected candidate may be posted at any department/ Section/ Location of this Institute with the approval of the competent authority.
28. No correspondence will be entertained from candidates regarding postal delays, conduct & result of written test/skill Test/interview or reasons for not being called for interview.
29. In case of any dispute, any suit or legal proceeding by or against the Institute, courts within whose local jurisdiction the Institute is situated shall be referred to.
30. Updates/ modifications/ amendments in the advertisement and results would be communicated through Institute website only. Issuance of the same in the newspapers is not obligatory on the part of the Institute.
31. Candidates are advised to visit the institute website regularly for updates. Any information w.r.t. short listing/date of written test/skill test/interview shall be send to the primary email id provided by the applicant. It is also suggested to check spam folder of your email id.
32. All details furnished in the online application will be treated as final and no changes shall be entertained later. Applicant will be solely responsible for the entries made in the online application form.
33. Experience and age limit will be reckoned as on last date of online submission of online application form.
34. Certificate(s) in support of experience(s) should be in proper format. It should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties performed, pay level (preferably as per 7th CPC), name, designation and signature of the Administrative Authority/ Owner of the organization along with seal.
35. 'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final.
36. Applicants are advised to fill their correct and active e-mail address in the online application, as all correspondences will be made by the Institute through e-mail only.
37. Applicants are required to attach a duly signed list of enclosures with the application form and send it with the hard copy.
38. SPA Bhopal will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the declaration of final results. Thereafter, no queries on the subject shall be entertained.
39. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
40. Candidates applying for above non-teaching positions against this advertisement need to agree to the above mentioned terms and conditions before applying for vacancies at this Institute.

IMPORTANT DATES

Date of publication of Advertisement on print media	02.04.2023
Date of publication of Detailed Advertisement on Institute website	05.04.2023
Online submission of application starts date	06.04.2023
Closing date and time of online submission of applications	19.05.2023 (05:00 PM)
Last date of receipt of applications at SPA, Bhopal (Hard Copy)	31.05.2023

How to Apply:

Application Process:- The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through Google Form ON-LINE mode only. The On-line submission of application is made available on SPA, Bhopal official website i.e. <https://spabhupal.ac.in/VacantPosition.aspx> Instructions for filling and the link for submission of online applications will be activated from **06.04.2023** and the last date of online submission of applications will be **19.05.2023, time 05:00 PM**.

Application fee will be payable through SBI – I collect online procedure only.

Category	Application fee (NON-REFUNDABLE)
For Group A Positions (General, OBC and EWS)	500/-
For Group B & C Positions (General, OBC and EWS)	300/-
SC / ST / PWD / Women candidates are exempted from payment of application fees.	

Application fees once paid will not be refunded in any circumstances.

Candidates are advised to keep a copy of the print-out of the online application form and receipt of payment for their record.

For any query regarding online submission process, mail to ntsrecruitment@spabhupal.ac.in

Applicants are required to send print out of the duly filled online application form affixing latest passport size photograph on upper right corner of the first page along with self-attested documents addressed to below mentioned address only through Speed Post / Registered post on or before **31.05.2023**. 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 considered for recruitment process and no communication will be entertained by the Institute in this regard.

To
The Assistant Registrar,
(Attention to: Recruitment Section),
School of Planning and Architecture, Bhopal
(An Institute of National Importance, Ministry of Education, Govt. of India)
Neelbad Road, Bhauri
Bhopal – 462030 (India) MP
Phone 0755-2526800/ 2526803

Important:

The candidates are required to send duly filled & signed Hard copy of application form along with all relevant documents / testimonials/ certificate to the above mentioned address on or before 31.05.2023. Incomplete applications without supporting documents and non-payment of requisite fee will not be considered for recruitment process.

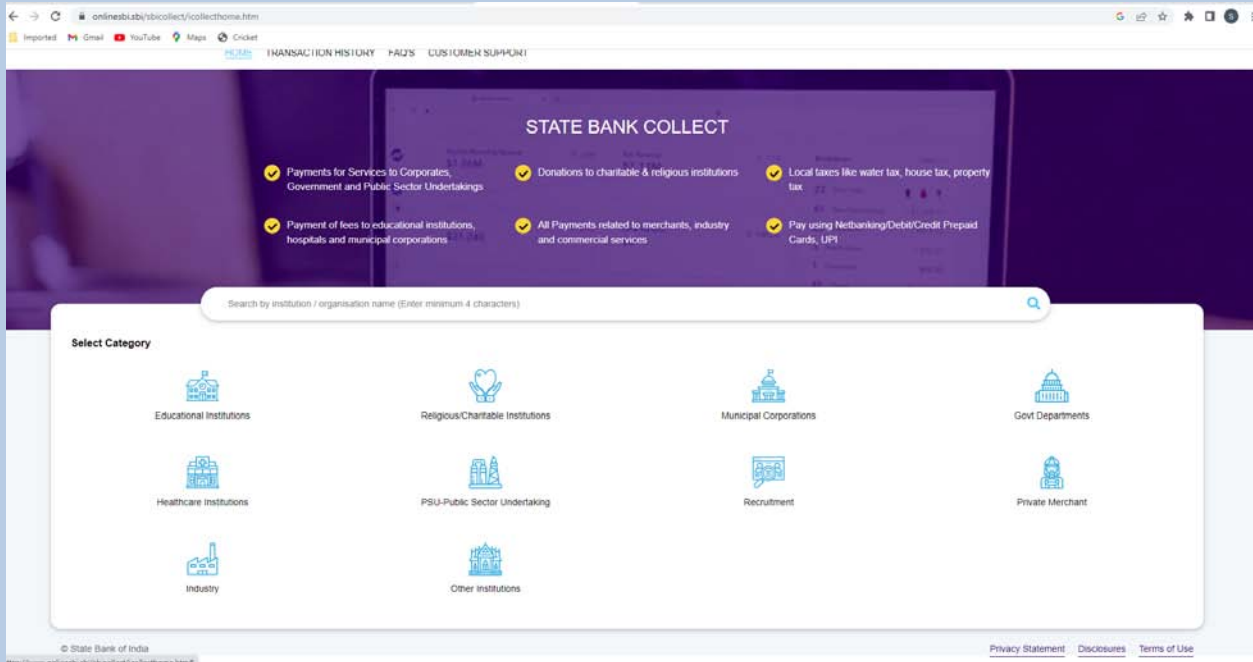
Registrar

STEP - 1

Open SBI I Collect home page to make the application fee payment (if Applicable)

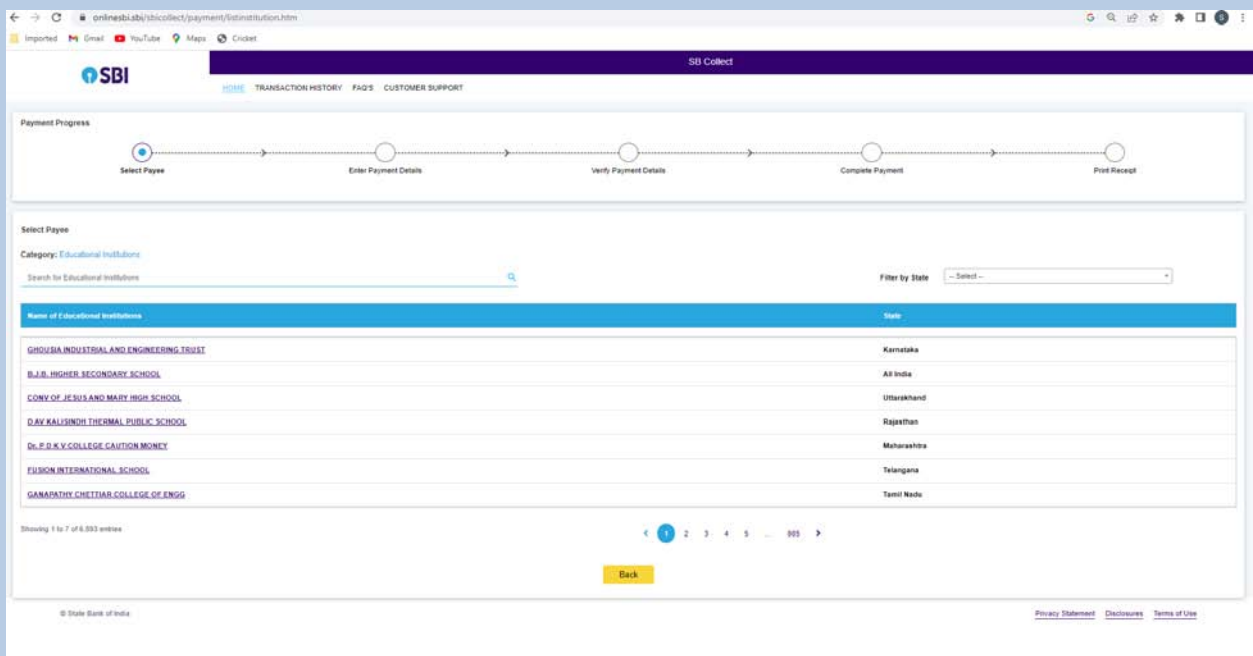
Open link: <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>

And Select Educational Institutions Category



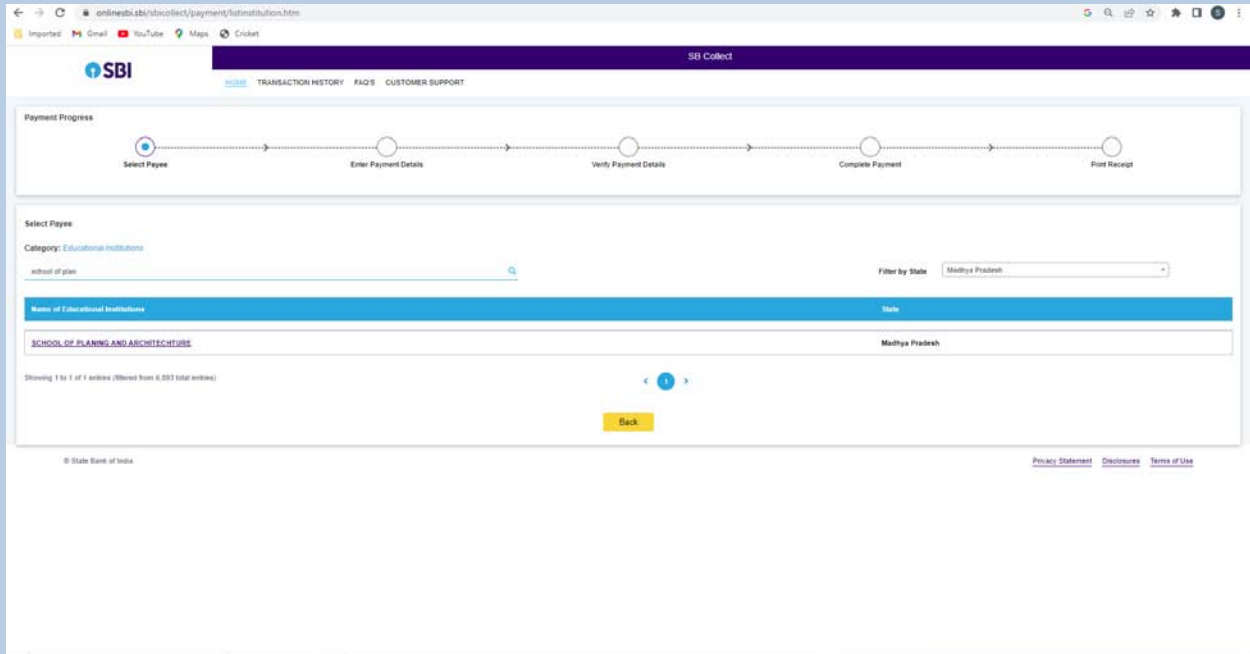
STEP - 2

Filter by State : Go for Madhya Pradesh



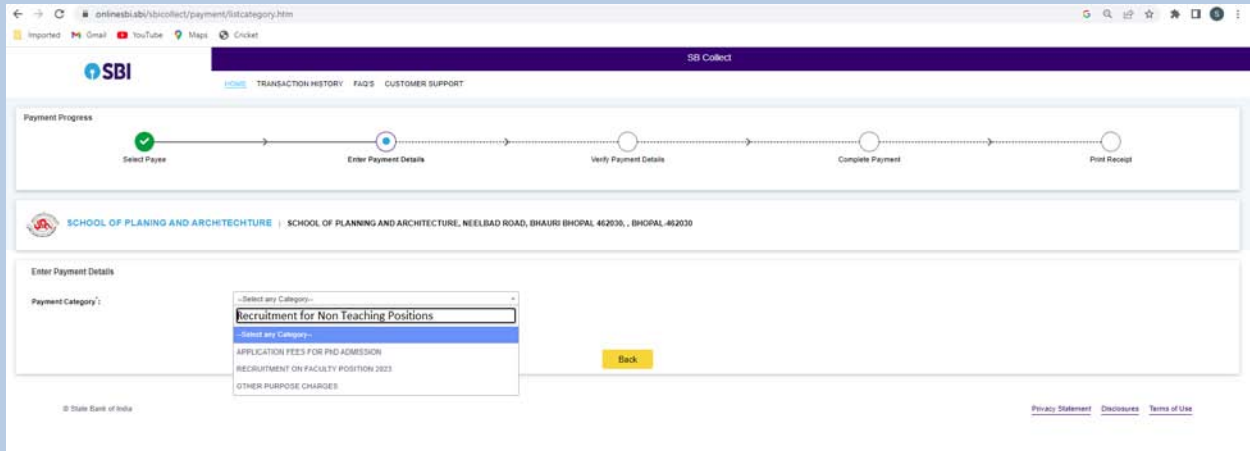
STEP - 3

After Selecting State “Madhya Pradesh” search for the “School of plan”. Institute name will appear, if not try again.



STEP - 4

Select from Payment Category “Recruitment for Non Teaching Positions” and proceed for payment



Save the acknowledgment receipt of payment made to attach the same with Google form and as hard copy attachment with application form.

-----Thank You-----