

SPAV/A-CUPCB/RECRUITMENT-CENTRE/2024/03

Date: 07.03.2025

**Advt. No. 03/A-CUPCB-SPAV/2025**

**Notification for Engagement of Manpower Purely on Contract basis Under  
AMRUT Centre of Urban Planning for Capacity Building (A-CUPCB-SPAV)**

Applications are invited from Indian Nationals for the following contractual positions under “AMRUT Centre of Urban Planning for Capacity Building (A-CUPCB-SPAV)”, as summarised below. The candidates once selected, shall be working under the Centre.

**Table 1. Opportunity Details:**

S.No	Designation and Code	Duration	Essential Qualification	Monthly Remuneration	No. of Posts
1	<b>Junior Assistant (Admin &amp; Accounts)  (JA-ADM-ACC)</b>	<b>6 Months</b> (Extendable to 06 months more upon performance evaluation)	<b>B. Com with 2 years relevant experience</b> with working knowledge of Tally, Computer applications viz., Word processing, Spread Sheet. <b>OR</b> <b>M.Com with working</b> Knowledge of Tally, Taxation, Banking and routine accounting. Computer applications viz., Word processing, Spread Sheet essential.	<b>Rs. 40,000/-</b> (Consolidated)	<b>01</b>

*\*Note: For details of the Centre and its activities, please visit – [www.acupcb.spav.ac.in](http://www.acupcb.spav.ac.in)*

**Role & Responsibility of the Staff:**

1. To report at SPA Vijayawada campus in person during the period of engagement.
2. To initiate administrative file noting, preparation of financial estimates, undertaking purchase procedures, bills processing and adjustments related to ongoing projects as well as new proposals.
3. To make administrative arrangements and logistic support for centre projects and training programmes conducted by the centre.
4. Any other work, assigned from time to time.

**Terms and Conditions**

1. Interested candidates fulfilling the qualification requirements as mentioned above can apply online, **within the deadline of March 20<sup>th</sup> 2025, 5PM** by filling the online application forms available at - <https://acupcb.spav.ac.in/work-with-us/>.
2. Applicants should upload all necessary documents as desired in the application form. Any application, which is incomplete in any sense, is liable to be summarily rejected.

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

3. **Applications received in response to advertisement will be scrutinized and shortlisted applicants will be called for online interviews.**
4. An application by a candidate, who fulfils the minimum eligibility criteria, may still be rejected by Competent Authority without assigning any reason whatsoever.
5. The engagement for this notification in the said positions as given in page 1, table 1, is purely contractual and temporary under the Centre. The engagement is purely on contract basis and no way related to the permanent employment at SPA Vijayawada.
6. Female and PWD candidates are encouraged to apply, and if found with requisite merit, shall be preferred.
7. All the remunerations payable to the Staff are subject to TDS as per prevailing rules.
8. The selected officers shall report to the Head, A-CUPCB-SPAV and/or Deputy Head, A-CUPCB-SPAV shall abide by the rules of the A-CUPCB-SPAV. Employees engaged under this centre do not have the right to claim regularization or permanent status.
9. Selected candidates shall be required subsequently to present original documents for verification at the time of reporting/joining.
10. The tenure may be terminated on either side by giving one-month notice.

### **Contact**

- For any doubts or clarification related to recruitment, please write to – [acupcb@spav.ac.in](mailto:acupcb@spav.ac.in)
- For any doubts or clarification related to individual projects and training programmes, please visit – <https://acupcb.spav.ac.in/projects/> and <https://acupcb.spav.ac.in/capacity-building/> and [www.acupcb.spav.ac.in](http://www.acupcb.spav.ac.in)

