



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

Applications are invited for the following contractual positions for "AMRUT Centre of Urban Planning for Capacity Building (ACUPCB-SPAV)", as summarized below. The candidates once selected, shall be working under the Centre. Interested candidates fulfilling the qualification requirements as mentioned above can apply online, within the deadline of **03.07.2026, 5PM** by filling the online application forms available at - <https://acupcb.spav.ac.in/work-with-us/>

Table 1. Opportunity Details (ACUPCB-SPAV Technical and Admin' Staff):

SNo	Designation and Code	Duration	Essential Qualification	Monthly Remuneration	No of Posts
1	Research Officer Planning (RO-P)	6 Months (Extendable to 06 months more upon performance evaluation)	M. Planning degree with 6 months experience (Proficiency in GIS/Data Analytic / MS Project desirable) OR B. Planning with 1.5 year experience (Proficiency in GIS/Data Analytic/MS Project desirable)	Rs: 55,000 /- (Consolidated, subject to TDS as per prevailing rules)	01
2	Junior Research Officer – Planning (JRO-P)	6 Months (Extendable to 06 months more upon performance evaluation)	M. Planning degree (Proficiency in GIS/Data Analytic / MS Project desirable) OR B.Planning degree with 1 year Experience. (Proficiency in GIS / Data Analytic / MS Project desirable)	Rs: 50,000 /- (Consolidated, subject to TDS as per prevailing rules)	01
3	Research Assistant – Planning (RA-P)	6 Months (Extendable to 06 months more upon performance evaluation)	B.Planning degree (Proficiency in GIS / Data Analytic / MS Project desirable)	Rs: 40,000 /- (Consolidated, subject to TDS as per prevailing rules)	01





4	Junior Technical Officer (JTO)	6 Months (Extendable to 06 months more upon performance evaluation)	B.Tech / B.E degree with 1 year experience	Rs: 35,000 /- (Consolidated, subject to TDS as per prevailing rules)	01
5	Junior Administrative Officer (JAO)	6 Months (Extendable to 06 months more upon performance evaluation)	Any Bachelor's Degree (preferably B. Com) AND Master's degree with 1 Year Experience	Rs: 35,000/- (Consolidated, subject to TDS as per prevailing rules)	01

Role & Responsibility of the Centre Staff:

For Post of S.No. 1 (RO-P):

1. To report at SPA Vijayawada campus in person during the period of engagement
2. To coordinate and supervise the implementation of multiple projects undertaken by the Centre, ensuring timely achievement of project objectives, milestones, and deliverables.
3. To monitor the progress of all ongoing projects, training programmes, and prepare periodic progress reports, technical notes, presentations, and documentation as required.
4. To undertake research and publish technical papers based on ongoing projects and research. Support the Centre in research, publications, and preparation of reports related to urban planning, governance, infrastructure, environment, and allied sectors. Undertake GIS, Data Analytics, MIS, Web Development, Information Technology, and other technical activities being carried out under various projects under the Centre.
5. To organize, coordinate, and facilitate stakeholder consultations, meetings, workshops, training programmes, capacity-building activities, and review meetings.
6. Undertake site visits, field investigations, surveys, monitoring activities, and provide technical support to project teams, whenever required.
7. To assist in planning, coordinating, and managing the capacity building and training programmes offered at the Centre.
8. Any other work assigned from time to time.

For Post of S.No. 2,3:

1. To report at SPA Vijayawada campus in person during the period of engagement.
2. To undertake GIS/Data Analytic/MS Project, Web developing and information technology related services and attending the duties of the centre.
3. To undertake research and publish technical papers based on ongoing projects and





research. Go on site-visits to assist Principal Investigators and Project Staff while conducting primary/secondary surveys, whenever required.

4. To facilitate communication among stakeholders, including government agencies and research team, to gather inputs and foster engagement for the project.
5. To collaborate with Project team to achieve project objectives timely. To support in capacity building and training programmes.
6. To arrange stakeholder meetings and workshops as and when required.
7. Any other work, assigned from time to time.

For Post of S. No 4 & 5:

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, leave management, and adjustments related to ongoing projects as well as new proposals.
3. To assist in technical support of systems, network, website management and storage of digital data and project information
4. To make administrative arrangements and logistic support for centre projects and training programmes conducted by the centre.
5. Any other work, assigned from time to time.

General Terms and Conditions:

1. Interested candidates fulfilling the qualification requirements as mentioned above can apply online, within the deadline of **03.07.2026, 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.
3. A candidate wishing to apply at multiple positions, need to apply and fill the forms separately for each project, by uploading all necessary documents separately, within the stipulated deadline.
4. Shortlisted candidates will be called for an online interview, the dates of which, will be mentioned in the Interview Call email to be sent directly to the shortlisted candidates. The exact date and deadline of joining shall be mentioned in the appointment letter sent to the selected candidates. However, the selected candidates are to be prepared to join services approximately between 21 – 31 July 2026.
5. An application by a candidate, who fulfils the minimum eligibility criteria, may still be rejected by Competent Authority without assigning any reason whatsoever.



6. The engagement for this notification in the said positions as given in Table 1, is purely contractual and temporary under the Centre. The number of posts advertised may be increased or decreased by the Institute as per requirement.
7. The engagement is purely on contract basis and no way related to the permanent employment at SPA Vijayawada.
8. Female and PWD candidates are encouraged to apply, and if found with requisite merit, shall be preferred.
9. Remunerations payable to the Centre Staff are subject to TDS, as per prevailing rules.
10. The selected officers shall report to the Head, ACUPCB-SPAV and shall abide by the rules of the project, the rules of the ACUPCB-SPAV. Employees engaged under this centre do not have the right to claim regularization or permanent status.
11. Selected candidates will be entitled for one Casual Leave per month, which may be carried forward to next month. However, the leave cannot be uncashed.
12. 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.edu.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
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