

# School of Planning and Architecture, Bhopal

## NOTICE

### Contractual Engagement of Project Assistants

Project: 'Preparation of Thanjavur Regional Plan -2047'

(Contract Number: DTCP/2023/RP005)

Applications are invited in the prescribed format from eligible and interested candidates for contractual engagement as Project Assistant under the project 'Preparation of Thanjavur Regional Plan -2047'

**Name of Position:** Project Assistant (on contractual basis)

**Period of Contract:** 5 months (extendable, in the event of any further need)

**Emoluments:** INR 30,000 (consolidated) per month

#### **Eligibility (Academic Qualifications / Skills)**

*Educational qualification:* Post graduation in Planning (Urban/ City /Town planning/ Regional planning/ Transport planning/ Infrastructure planning/ Environmental planning)

*Required Skills:* Conduct of field surveys, Data collection and tabulation, Technical report writing, MS Excel, Preparation of GIS map and Analytical skills

*Desirable competence:* Writing, Reading and Speaking in Tamil

**Last Date of Receiving the Application:** December 10, 2023

**Method of Selection:** Walk-in Interview (Offline/Online mode). Date, time and link for joining the online and offline interview will be intimated separately via email to the shortlisted candidates.

*Eligible candidates may send their application by the stipulated date in the prescribed format hosted in SPA, Bhopal website with cover letter, scanned copy of all relevant documents and abstract of thesis or any other relevant work that they consider to be their best to <thanjavur.rp@spabhopal.ac.in>*

**Declaration of Result:** Declaration of results of the selected candidate(s) will be as decided by the Competent Authority. The selected candidates will be required to join within the stipulated date mentioned in the Notification of the Result.

**Termination of Contract:** The Institute reserves the right to postpone or cancel the contractual engagement before the expiry date without assigning any reason thereof.

Note: Mere possession of minimum qualifications shall not entitle a candidate to be called for the interview. Institute reserves the right to shortlist the candidates on the basis of qualifications, work experience and relevant skill set. Institute reserves the right to withdraw the advertisement without assigning any reason thereof. Incomplete applications will be summarily rejected. No canvassing in any form shall be entertained.

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### Application Form

(The filled in application form along with the attachments has to be sent as PDF to .....)

Paste your  
passport size  
recent  
photograph  
within the box

1. Name (in capital letters):
2. Date of Birth:
3. Postal Address for Communication:
4. Email ID:
5. Phone/Mobile Number:
6. Photo Identity Proof (tick the one submitted): Aadhaar Card  PAN Card  Voter ID
7. Educational Qualification (starting with highest qualification)

Sl. No.	Name of the Examination / Degree	Year of Passing	Institute / University	Percentage / CGPA
1.				
2.				

N.B. Additional rows may be added against possessing any degree / diploma beyond Masters / Bachelors programme. Please attach pdf of marksheet / certificates of all the examinations

8. Work Experience (starting with the most recent job)

Sl. No.	Name of the Organization	Duration		Nature of Work
		From	To	

N.B. Additional rows may be added if the candidate had worked in more organizations. Please attach pdf of appointment letter / work experience certificates

9. Abstract of Postgraduate thesis:
10. Any other information the candidate wishes to furnish (Please attach pdf. of relevant documents in support of additional information, if any)

### Declaration

I hereby declare that I have carefully read the Notice for contractual engagement of Project Assistant under the Project 'Preparation of Thanjavur Regional Plan -2047' Contract Number: DTCP/2023/RP005 at School of Planning and Architecture, Bhopal and have understood the content therein. I further certify that all the entries in this application and attachments submitted in support of my candidature are true to the best of my knowledge and belief. I will be liable to be disqualified / terminated at any stage if any information furnished herewith by me is found to be untrue.

Date:

Signature of the Candidate