

COUNCIL OF ARCHITECTURE
An autonomous Statutory Authority of Government of India

NOTICE FOR VACANCY

Ref.No.CA/ESTB/RECT/2017/002

November 15, 2017

The Council of Architecture intends to fill up the various vacant positions in the Council. The Selected candidates shall be entitled for pay and allowances as per the Central Government pay pattern in the respective levels. The Posts are non-pensionable and transferrable all over India. The details of posts are as under:-

Designation of the Post & Entry Pay Level in pay-matrix as per 7 th CPC	Age Limit	Required Qualification & Experience	No. of Posts
Junior Accounts Officer Pay Level 7 (Rs.44900/- plus other allowances)	Not exceeding 40 years	<p>For Direct Recruits :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1) Bachelor's degree in Commerce of a recognized University or equivalent. Should be in a ministerial capacity, independently in government or Statutory or autonomous organization or government undertaking with all round experience in accounts, taxation, finance and budget work with ability to handle routine correspondence. 2. Knowledge of Government rules and regulations. <p>Desirable :</p> <p>Diploma in Professional course preferably Financial Management or Taxation.</p> <p>Experience :</p> <p>5 years' experience and holding the post in the pay level-6 (Rs.9300-34800 Grade Pay 4200) or in an analogous pay scale & post.</p>	1
Programmer Pay Level 7 (Rs.44900/- plus other allowances)	Not exceeding 40 years	<p>For Direct Recruits :</p> <p>Essential:</p> <ol style="list-style-type: none"> (a) Bachelor's degree of a recognized University or equivalent. (b) A two-year diploma course in Computer Software/Systems Management or equivalent from a recognized University or Institute of repute. (c) At least three years' experience in an organization of repute in Electronic Data Processing with the knowledge of one or more programming languages including experience of actual programming and computer operations. 	1

		<p>Desirable :</p> <p>A post graduate degree in Computer Applications from a recognized University or equivalent.</p>	
<p>Senior Stenographer/P.A. Pay Level 6 (Rs.35400/- plus other allowances)</p>	<p>Not exceeding 30 years</p>	<p>For Direct Recruits :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree of a recognized University or equivalent. 2. English Shorthand & Typewriting speed of 100/40 w.p.m. respectively. <p>Experience :</p> <p>5 years' experience as a Stenographer (Grade-II) in Govt. or Semi Govt. office/ undertaking or statutory organization or in an Organization of repute.</p>	<p>1</p>
<p>Assistant Pay Level 6 (Rs.35400/- plus other allowances)</p>	<p>Not exceeding 30 years</p>	<p>For Direct Recruits :</p> <p>Essential:</p> <ol style="list-style-type: none"> (1) Bachelor's degree of a recognized University or equivalent. (2) 5 years' experience (as a U.D.C. or equivalent post) in noting, drafting, accounts, establishment work in a government or autonomous or statutory organizations or government undertaking with knowledge of government rules and regulations. (3) Minimum speed of 30 w.p.m. in English Typewriting. 	<p>1</p>
<p>Stenographer Pay Level 4 (Rs.25500/- plus other allowances)</p>	<p>Not exceeding 30 years</p>	<p>For Direct Recruits :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree of a recognized University or equivalent. 2. English Shorthand & Typewriting speed of 80/40 w.p.m. respectively. <p>Desirable :</p> <ol style="list-style-type: none"> 1. One years' experience as a Stenographer in an organization of repute. 	<p>1</p>
<p>Upper Division Clerk Pay Level 4 (Rs.25500/- plus other allowances)</p>	<p>Not exceeding 30 years</p>	<p>For Direct Recruits :</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor's degree of a recognized University or equivalent. 2. 5 years' experience in noting/drafting/accounts/establishment work in a Government or autonomous or statutory body or government undertaking with knowledge of Government Rules and Regulations. 2. Minimum speed of 30 w.p.m. in English Typewriting. 	<p>1</p>

Computer Operator Pay Level 4 (Rs.25500/- plus other allowances)	Not exceeding 30 years	For Direct Recruits : Essential: (a) Bachelor's degree of a recognized University or equivalent. (b) A one-year Diploma or Certificate Course in Computer Software/Systems Management or equivalent from a recognized University or Institute of repute. (c) At least one-year Experience in an organization of repute with knowledge of electronic Data Processing work including programming. Desirable : A one and a half-year Diploma Course in Computer Applications or equivalent from Institution of repute.	1
Lower Division Clerk Pay Level 2 (Rs.19900/- plus other allowances)	Not exceeding 27 years	For Direct Recruits : Essential: 1. 10+2 or equivalent qualification from a recognized University/ Board. 2. Minimum speed of 30 words per minute in English typewriting.	1+1*

Applications in the prescribed format alongwith copies of the certificates enclosing therewith a draft of Rs.100/- for each of the post applied for drawn in f/o Council of Architecture, payable at New Delhi should reach to the office of the Council at New Delhi latest by 15.12.2017 by Regd. Post/Speed Post only.

Note :-

1. Candidates already in employment in Govt./Statutory organization should submit their application through proper channel.
2. The name of post applied should be mentioned at top of the Envelope.
3. Application Form Available at Annexure-A.

* Post belongs to Reserve Category.

Registrar
Council of Architecture

Council of Architecture

India Habitat Centre, Core-6A, First Floor
Lodhi Road, New Delhi-110003

APPLICATION FOR THE POST OF _____

Recent Passport
Size Photograph

Demand Draft No.: _____ Dated _____ for Rs.100/-

Bank Name : _____

1. Name & Address (in block letters)	:			
2. Father's Name	:			
3. Date of Birth (in Christian era)	:			
4. Address for correspondence	:			
5. Contact No.	:			
6. Email	:			
7. Address (Permanent)	:			
8. Educational Qualifications				
Qualification	Year of Passing	University/ Institution	% of Marks	Class/ Division
9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :				

10. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Institution/ Post held	From & To	Nature of duties In detail (attach Separate sheets, If required)

11. Additional Information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to:-

- (i) Additional academic qualification
- (ii) Professional training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement
(Note: enclose a separate sheet, if space is insufficient)

12. Nature of present employment if any. :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will also assess the application duly supported by documents submitted by me at the time of selection for the post.

(Signature of the Candidate)

Date: _____