

ADVERTISEMENT FOR THE POST OF CORE FACULTY AND MBA IN UPSC STUDY CENTRE AT SPIPA

INTRODUCTION:

Sardar Patel Institute of Public Administration (SPIPA) is the apex training institute of the state of Gujarat. It serves as an anchor for training of civil servants by providing an inspiring atmosphere to its students.

SPIPA is now inviting applications from the interested and dynamic persons having strong inclination towards aspirants preparing for civil service exam and to handle work at UPSC study centre for its smooth functioning. All the below post are temporary and strictly on contractual basis for 11 months and selection at the end of this process will not create any right of a candidate to get appointment for the same post.

1. MBA - 01 POST

EDUCATIONAL QUALIFICATION:

- MBA from any of the recognized Universities established or incorporated by or under the Central or State or a Provisional Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 02 years experience.
- Upper age should not be more than 45 years on the last day of application.

JOB PROFILE:

- The candidate has to effectively plan and coordinate all managerial work to meet objectives and administer programs on a timely basis regarding UPSC STUDY CENTRE In addition to above, any task given by superiors.
- Data analysis regarding training programs conducted preparation of presentation/graph.
- all related work with UPSC study center.

Remuneration : FIX Rs.25000/- Per month.

Term of service: Maximum 11 months.

2. CORE FACULTY – 02 POST

EDUCATIONAL QUALIFICATION:

- Post Graduate Degree from any of the universities established or incorporated by or under the Central or State or a Provisional Act in India or any other Educational Institute recognized as such or declared to be deemed as a University under Section 3 of the University Grants Commission (UGC) Act, 1956.
- The candidate should have a minimum of 02 years experience.
- Upper age should not be more than 45 years on the last day of application.

JOB PROFILE:

- The candidate has to effectively plan and coordinate all work to meet objectives and administer programs on a timely basis regarding UPSC STUDY CENTRE In addition to above, any task given by superiors.
- Correspondence with various departments of state government and GOI and other institutes.
- Data analysis regarding training programs conducted incorporation of change in syllabus of UPSC, preparation and presentation/graph.
- Analysis of ratio of pass outs, analysis of training class and lectures.
- MOU with other institutions, and all related work with UPSC study center.

Remuneration : FIX Rs.25000/- Per month

Term of service: Maximum 11 months

General instructions:

- 1) The vacancies will be filled as per qualification as approved by SPIPA.
- 2) The proposed salary is fixed salary (CTC) against the positions as shown in the advertisement. The candidates are not entitled to any other type of allowances.
- 3) The application for the above post is to be submitted by post/courier on or before the last date of submission i.e. 20th NOVEMBER, 2021 up to 16.00 hours.
- 4) The applications received after due date will not be considered under any circumstances.

- 5) Application received late, incomplete or without attested copies of academic qualifications, experience certificate, age, and caste certificate, will be summarily rejected.
- 6) Conversing in any forms by or on behalf of any candidate or brings any other outside influence with regard to selection / recruitment will disqualify the candidate.
- 7) SPIPA reserve the right to cancel the recruitment for all / any of the post without giving any reasons thereof.
- 8) A candidate appointed by selection is required to furnish a security and surety bond in such form, for such amount and for such period, as may be prescribed by the SPIPA.
- 9) The Appointment of aforesaid posts will be given only after approval by the competent authority of government.

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION
(SPIPA)

APPLICATION FORM

1. Name of applicant:

(In Capital Letter)

2. Name of Father / Husband:

3. Address for Correspondence:

4. Permanent Address:

5. Name and Address of the

Organization with which working currently:

6. Contact Number and E-mail ID:

7. Gender :Male / Female

8. Date of Birth :

Age :

9. Marital Status :

10. Category : SC/ST/OBC/SEBC/EWS/GENERAL :

11. Religion :

12. Educational Qualification :

Sl. No.	Name of Exam Passed	Board / University	Year of Passing	Subject	Class / Division
1					

2					
3					
4					

13. Professional Qualifications :

Sl. No.	Name of the Course	Institution/Board / University	Class / Division
1			
2			
3			
4			

14. Details of Employment in Chronological Order

Name of Employer and Department	Date of Joining	Date of leaving	Post Held & Nature of Duties

Total experience in years :

15. Basic Knowledge of Computer : Yes / No

If yes, please attach appropriate certificate

16. Language Proficiency :

Language	Reading	Writing	Speaking
Gujarati			

Hindi			
English			
Others (pls. specify)			

DECLARATION

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Date :

Place :

Signature of the Applicant