योजना एवं वास्तुकला विद्यालय,भोपाल

School of Planning and Architecture, Bhopal

An Institute of National Importance, Ministry of Education, Govt. of India

RECRUITMENT OF SYSTEM ADMINISTRATOR (ON CONTRACT) FOR 11 MONTHS

1.	Name of the Post	**System Administrator (On Contract)**
2.	**Number of Posts/ Period**	1 post **on contract** of 11 months.
3.	**Consolidated Pay**	Consolidated salary of Rs. 65,000/- per month.
4.	**Educational qualification and experience**	B.Tech/ B.Sc./ MCA Degree in System Administration/ Software Engineering/ Computer Science or relevant area with at least 55% marks or equivalent grade points. **Essential :** At least 3-5 years' post qualification experience in supervisory position in the area of Networking, Security & System Administration in a Government/ Semi. Government/ Department/ Autonomous Bodies/ reputed recognized University/ institutions/ Multinational Company. **Preferred:** Should have working experience of Odoo/ERP and Odoo Architecture. Configuration and customization of Odoo/Open ERP modules – CRM, Sales, Purchase, Invoicing, Inventory, Accounting, Manufacturing, POS. Strong coding and troubleshooting skills on Python, JavaScript, Linux. Working knowledge of APIs in Odoo. Good knowledge of PostgreSQL. Experience in Integration within modules and with other third party system, payment gateways, connectors, etc. Must possess knowledge of Odoo/ Linux/ Python and preferably have experience of managing Odoo based ERP platform.
5.	Age limit for direct recruits	38 Years (as per regular post)

IMPORTANT DATES

Closing date and time of e-mail submission of applications	07.11.2022 upto 05.00 pm
Applications submission alongwith all relevant documents in PDF format through e-mail at recruitment@spabhopal.ac.in	07.11.2022 upto 05.00 pm

Other details:

1. The above post is on contract for a period of 11 months on a consolidated salary of Rs.65,000/- per month. The contract may be terminated by either side by giving one month's notice.

2. The Contract period is extendable upto 11 months subject to satisfactory performance.

3. Selected candidates have to reside in the campus; quarters will be allotted on payment of license fee and other applicable charges as per rules of the Institute.

4. Application fee will be payable through SBI – I collect online procedure. **Link of payment will be available on the Institute's website.**

Category	Application fee (Rs.)
General /EWS/ OBC	Rs. 800/-
SC/ST/PWD/Women candidate	Rs. 400/-

5. Application Process: - The aspiring applicants satisfying the eligibility criteria in all respects can submit their applications by sending scanned copy of prescribed application form, payment details along with documents mentioned in form through e-mail at recruitment@spabhopal.ac.in.

6. For any query regarding online submission process, kindly e-mail at recruitment@spabhopal.ac.in.

7. Candidates serving in Govt. organizations (Central/State) as regular/temporary/on contract should furnish a 'No Objection Certificate' from the employer.

8. Applicants having experience in handling of IT department of similar institutions can be given preference.

9. The prescribed essential qualifications/experience indicated in the advertisement are bare minimum and mere possession of same will not entitle the candidate to be shortlisted for interview. The candidates with higher qualification and relevant experience of longer duration in the required field shall be given preference.

10. The original certificates/mark sheets and other testimonials are to be produced for verification at the time of written test/interview.

11. The post is purely contractual and temporary.

12. List of shortlisted candidates to be called for written test/Interview will be informed through e-mail.

13. No TA/DA shall be payable to the shortlisted candidates for appearing for the written test/Interview.

14. The Institute reserves the right to shortlist limited candidates among the eligible candidates as per advertised criteria, increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for **test/ interviews** and to accept or reject any application at any stage without assigning any reason.

15. The Institute reserves the right to postpone/reschedule/cancel the whole procedure of recruitment without assigning any reason, whatsoever.

16. After expiry of the term, employment shall stand terminated automatically unless the same is extended in writing.

17. The Employee shall strictly observe the Code of Conduct and Rules & Policies prescribed by SPA Bhopal from time to time during the period of their deployment at the premises of our Institute.

18. The Institute will not be responsible for non receipt of application through email due to any technical reason.

19. The applicants are advised to visit the Institute website and email (as provided in application form) regularly for any further updates on recruitment process.

Important:
1. **The candidates are required to submit scanned copies of all relevant documents/ testimonials/certificate on or before closing date at email id: recruitment@spabhopal.ac.in. Incomplete applications without supporting documents and requisite fee will not be considered for recruitment process.**
2. **Please do not send hard copies of the application form.**

Registrar

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