

# COUNCIL OF ARCHITECTURE

an Autonomous Statutory Authority of Government of India  
India Habitat Centre, Core-6A, First Floor,  
Lodhi Road, New Delhi-110003, www.coa.gov.in

## VACANCY NOTICE

Ref.No.CA/ESTB/RECT/2019/003

June 11, 2019

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 <sup>th</sup> CPC	Age Limit	Required Qualification & Experience	No. of Posts
Lower Division Clerk Pay Level 2 (Rs.19900/- plus other allowances)	Not exceeding 27 years	<b>For Direct Recruits :</b> <b>Essential:</b> 1. 10+2 or equivalent qualification from a recognized University/ Board. 2. Minimum speed of 30 words per minute in English typewriting.  Desirable: Knowledge of Computer operation, MS Office etc.	1+1*
Computer Operator Pay Level 4 (Rs.25500/- plus other allowances)	Not exceeding 30 years	<b>For Direct Recruits :</b> <b>Essential:</b> (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.	1

		<p>(c) At least one-year Experience in an organization of repute with knowledge of electronic Data Processing work including programming.</p> <p><b>Desirable :</b> A one and a half-year Diploma Course in Computer Applications or equivalent from Institution of repute.</p>	
<p><b>Upper Division Clerk Pay Level 4 (Rs.25500/- plus other allowances)</b></p>	<p>Not exceeding 30 years</p>	<p><b>For Direct Recruits :</b> <b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree of a recognized University or equivalent.</li> <li>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.</li> </ol> <p>1. Minimum speed of 30 w.p.m. in English Typewriting.</p> <p><b>Desirable:</b> Knowledge of Computer operation, MS Office etc.</p>	<p>1+1*</p>
<p><b>Assistant Pay Level 6 (Rs.35400/- plus other allowances)</b></p>	<p>Not exceeding 30 years</p>	<p><b>For Direct Recruits :</b> <b>Essential:</b></p> <ol style="list-style-type: none"> <li>(1) Bachelor's degree of a recognized University or equivalent.</li> <li>(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.</li> <li>(3) Minimum speed of 30 w.p.m. in English Typewriting.</li> </ol> <p><b>Desirable:</b> Knowledge of Computer operation, MS Office etc.</p>	<p>1</p>

<p><b>Senior Stenographer/P.A. Pay Level 6 (Rs.35400/- plus other allowances)</b></p>	<p>Not exceeding 30 years</p>	<p><b>For Direct Recruits :</b> <b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree of a recognized University or equivalent.</li> <li>2. English Shorthand &amp; Typewriting speed of 100/40 w.p.m. respectively.</li> </ol> <p><b>Experience :</b> 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><b>Programmer Pay Level 7 (Rs.44900/- plus other allowances)</b></p>	<p>Not exceeding 40 years</p>	<p><b>For Direct Recruits :</b> <b>Essential:</b></p> <ol style="list-style-type: none"> <li>(a) Bachelor's degree of a recognized University or equivalent.</li> <li>(b) A two-year diploma course in Computer Software/Systems Management or equivalent from a recognized University or Institute of repute.</li> <li>(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.</li> </ol> <p><b>Desirable :</b> A post graduate degree in Computer Applications from a recognized University or equivalent.</p>	<p>1</p>

\* Post belongs to Reserve Category.

Applications in the prescribed format alongwith self-attested copies of the certificates of Educational Qualifications, category & experience etc. enclosing therewith a draft of Rs.100/- for each of the post applied for drawn in favor of “**Council of Architecture**”, **payable at New Delhi** should reach to the office of the Council at New Delhi latest by **31.07.2019** 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.
4. Skill Test for all the above posts will be conducted by the Council for selection of candidates.
5. Incomplete applications shall be rejected without any consideration.

Registrar  
Council of Architecture