NOTICE

College of Vocational (University of Delhi), Triveni, (Sheikh Sarai), Phase-II, New Delhi-110017, invites application for filling up the following posts on Deputation Basis. The details are as under:-

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the Post</th>
<th>Pay Band &amp; Grade Pay</th>
<th>No. Of Post</th>
<th>Maximum Age</th>
<th>Method Of Recruitment</th>
<th>Last Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative officer (Accounts)</td>
<td>Rs. 15600-39100 G.P Rs. 5400/-</td>
<td>01</td>
<td>56</td>
<td>Deputation</td>
<td>07.06.2016</td>
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<tr>
<td>2</td>
<td>Senior Personal Assistant</td>
<td>Rs. 9300-34800 G.P Rs. 4600/-</td>
<td>01</td>
<td>56</td>
<td>Deputation</td>
<td>07.06.2016</td>
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<td>3</td>
<td>Section Officer (Accounts)</td>
<td>Rs. 9300-34800 G.P Rs. 4600/-</td>
<td>01</td>
<td>56</td>
<td>Deputation</td>
<td>07.06.2016</td>
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<td>4</td>
<td>Senior Assistant (Acc-1,Admin-1)</td>
<td>Rs. 9300-34800 G.P Rs. 4200/-</td>
<td>02</td>
<td>56</td>
<td>Deputation</td>
<td>07.06.2016</td>
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ELIGIBILITY CONDITIONS:

Administrative officer (Accounts)
Section officer / Private Secretary / Senior personal Assistant in the pay scale of Rs 6500- 10500/- with atleast 3yr of regular service in the cadre.

Senior Personal Assistant (SPA)
Officers working in analogous post in the pay scale of Rs. 6500 – 10500/- or equivalent with atleast 2 years of regular service. 
Or
Personal Assistant or Stenographers working in the core pay scale of Rs. 5000-8000/ 5500-9000/- or equivalent with at-least 5 years of regular services in Central Government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.
Section Officer (Accounts)
Officers working in analogous post in the pay scale of 6500 - 10500/- with atleast 2 years of regular service as Section Officer or equivalent.
Or
Assistant or equivalent in the pay scale of Rs. 5000-8000/5500-9000/- with atleast 5 years of regular service in Central government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

Senior Assistant (Account-1, Administration-1)
Assistants working in the pay scale of Rs.4000-6000/- with minimum period of 5 years regular service in the cadre.

Note:
Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputationist is not eligible for absorption. The selection will be made on the basis of quality of ACRs, interview and Skill Test (if required as per University Rules).

PERIOD OF DEPUTATION:
The period of deputation shall be initially for 01 year, which can be enhanced as per the College requirements if needed.
The terms and conditions of the deputation shall be as per the DoPT guidelines, issued in this regards.

HOW TO APPLY
The eligible officers, whose services can be spared, are required to apply with ACR, Vigilance Clearance and Integrity Certificate, and a declaration from the Controlling Officer, HOD that no disciplinary or vigilance case has either contemplated or pending against the Official, along with the application form to “The Principal, College of Vocational studies, Sheikh Sarai Phase-II, New Delhi-110017.

Copy to the following with a request to bring into the notice of officials concerned by giving wide publicity.

1. The Registrar, University of Delhi, Delhi-110007.
2. The Principal, Delhi University Colleges (As per List).
3. The Registrar, Ambedkar University Lothian Road, Near Old Delhi Railway Station, Kashmere Gate, Delhi-110006.
4. The Registrar, Jamia Millia Islamia, Jamia Nagar, Okhla, Delhi-110025.
5. The Registrar, IGNOU, New Academic Complex, Maidan Garhi, Delhi-110068.
6. The Registrar, GGSIP University, Sector-16C, Dwarka, Delhi-110078.
7. The Registrar, JNU, New Mehrauli Road, Near Munirka, Delhi-110067.
8. The Registrar, DTU, Shahbad Daulatpur, Main Bawana Road Delhi-110042.
9. The Secretary, Services Department, Delhi Sectt., Delhi.
10. The Commissioner, North Delhi Municipal Corporation, Dr. S P M Civic Centre, Minto Road, New Delhi-110002.

Dr. Inder Jeet
Principal

Dr. Inder Jeet
Principal
APPLICATION FORM FOR NON-TEACHING POSTS

Post applied for

Advertisement No. / Date

Details of Fee: Amount Draft / IPO No. Date

Name of the Bank / Post Office

1. Name (in BLOCK letter) Mr. / Ms. / Miss.

2. Father's Name

3. Mother's Name

4. Date of Birth Age

5. Nationality Married / Unmarried Sex

6. Postal Address

Phone/Mob. No. E-Mail

7. Permanent Address

8. Do you belong to Scheduled Caste/Scheduled Tribe/ OBC (Central List), PwD (VH, OH, HH) if yes, please indicate the category & attach a photocopy

10. Educational qualifications (Secondary onwards):

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Year of Passing</th>
<th>School/University</th>
<th>Division</th>
<th>%age</th>
<th>Subject</th>
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11. Professional/Technical qualifications:

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<th>Examination Passed</th>
<th>Year of Passing</th>
<th>Institution</th>
<th>Division</th>
<th>%age</th>
<th>Subject</th>
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12. Experience, if (Administrative/Technical/Any other):

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<tr>
<th>Office in which worked / working</th>
<th>Designation Permanent / Temporary</th>
<th>Period</th>
<th>Length of Experience</th>
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<td>From</td>
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</table>
13. Present post, if any with date of appointment (state whether permanent / on probation / temporary):

________________________________________________________________________

14. Present basic salary and allowances

________________________________________________________________________

15. Do you know typewriting / shorthand? If so, state speed:

<table>
<thead>
<tr>
<th>(English)</th>
<th>(Hindi)</th>
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</thead>
<tbody>
<tr>
<td>Shorthand</td>
<td>w.p.m.</td>
</tr>
<tr>
<td>Typewriting</td>
<td>w.p.m.</td>
</tr>
</tbody>
</table>

Computer Proficiency: If yes, state which of the following you know and work with confidence (✓)

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<thead>
<tr>
<th>MS WORD</th>
<th>MS EXCEL</th>
<th>MS POWER POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-MAIL</td>
<td>BROWSING</td>
<td></td>
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</table>

16. Any other information

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

17. Have you applied for any other post in the College? Give details

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

18. Indicate the time you will require to join, if selected

________________________________________________________________________

Dated ____________________________ (Full signature of applicant)
THROUGH PROPER CHANNEL

The facts stated in the above application have been verified and found correct. Further, no disciplinary or vigilance case has either been contemplated or pending against the Official. The copy of Last Three years ACR/APAR is enclosed herewith.

Dated: .............................................

Head of the Department/Institution/Controlling Officer
(with seal)

DECLARATION:

I have understood the important points placed above and declare that the statements made in the Application Form are true to the best of my knowledge and belief. In case of suppression of any information or submission of wrong facts. I shall be liable for disciplinary act as deemed fit and my candidature may be cancelled at any stage.

Dated: .............................................

......................................
Signature of the Applicant

Notes:

1. Incomplete application will be rejected.
2. Applications must attach all the relevant testimonials in support of their candidature, the failure to do so will lead to rejection of the application at the preliminary stage.
3. The application is liable to be rejected if received by the College after last date.
4. The College will not be responsible for postal delays due to strike etc. outside the control of the College.
5. Attested copies of all relevant certificates, degrees, testimonials etc. should be attached with the application and the original must be produced at the time of interview and at the time of joining, if selected.
6. Applications who are in employment should send their applications through proper channel.
7. One Passport size photograph should be pasted on the application form.
8. No TA/DA will be paid for attending the prescribed tests and interview.
9. Please attach the Last Salary Certificate.
10. Attach additional sheets, if necessary.