

**College of Vocational Studies**  
**(University of Delhi)**

**Instructions for filing online application form**

1. Log on to [www.cvs.edu.in](http://www.cvs.edu.in)
2. The candidates are instructed to read carefully the detailed instructions before filling the online form.
3. College will accept the application form through online mode only. Applications other than online mode will not be accepted.
4. Before filling up the form, candidates are advised to carefully go through the Advertisement available on the college website and confirm their eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
5. Before filling the online application form, the following should be kept ready:
  - Scanned photograph (three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification).
  - Valid e-mail ID.
  - Valid Mobile No.
6. Candidates are advised to keep the email ID (to be entered compulsorily in the application form). No change in the email ID will be allowed once entered.
7. A separate online form must be submitted for each post.
8. After submission of online form, a confirmation page (Application Form) will open which will have all the information entered by the candidate with his/her registration number. Candidate need to print this confirmation page and send it along with the following documents in a cover super scribing "Application for the Post of \_\_\_\_\_" to **The Principal, College of Vocational Studies, Triveni, Sheikh Sarai-II, New Delhi 110017** so as to be received in the college latest by **31.01.2018** through Regd. A.D. post / Speed post / By hand.
  - Self-attested copies of all certificates / testimonials /age/caste.
  - The Candidate should write his/her Name, Application No., Post applied and Mobile No.

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9. In case the hard copy of the confirmation page (print out of the online application form) along with the documents is not received by the College by 05.02.2018, the candidature of such candidates will be rejected and no objection will be entertained for the same.
10. Application received without requisite documents shall be rejected summarily.
11. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the College shall process the applications entirely based on information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
12. To avoid last minutes rush, the candidates are advised to apply early enough, college will not be responsible for any network problem or any other such type of problem.
13. Only short-listed candidates who are found apparently eligible based on the details given in the application form will be called for the written test and / or interview as the case may be. The list of eligible and non-eligible candidates will be put on College website.
14. The date of written examination for each post will be notified on the college website. Candidates are required to check the college website on regular basis.
15. Admit Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website.

  
Principal  


