

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

Triveni, Sheikh Sarai, New Delhi – 110017.
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Advt.No. CVS/NT/2015/01

10.09.2015

Applications are invited through **on-line** for the following permanent Non-Teaching posts of the college.

Name of the Post	No of Post	UR	SC	OBC	Pwd	Max Age	Pay Band +GP
Librarian	01	--	--	--	OH (01)	--	15600-39100+GP 6000
Section Officer (A/c)	01	01	--	--	--	35	9300-34800+GP 4600
Senior Personal Assistant	01	01	--	--	--	35	9300-34800+GP 4600
Senior Technical Assistant	01	01	--	--	--	35	9300-34800+GP 4200
Professional Assistant	01	01	--	--	--	35	9300-34800+GP 4200
Senior Assistant	03	--	01	01	VH (01)	30	9300-34800+GP 4200
Semi Professional Assistant	01	--	--	01	--	35	5200-20200+GP 2800
Assistant	02	01	--	--	HH (01)	30	5200-20200+GP 2400
Junior Library & information Assistant/ Library Assistant	02	02	--	--	--	30	5200-20200+GP 2000
Junior Assistant cum Typist*	05	02	01	02	--	27	5200-20200+GP 1900
MTS (Library)	02	01	01	--	--	27	5200-20200+GP 1800
MTS (Computer)	01	01	--	--	--	27	5200-20200+GP 1800

Abbreviation: UR- Unreserved, SC- Scheduled Caste, OBC- Other Backward Class, Pwd – Person with disabilities, OH-Orthopedic Handicapped. VH-Visually Handicapped, HH-Hearing Handicapped.

*One JACT will be act as a Care taker.

NOTE:

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website www.cvs.edu.in. The Pwd candidate can fill the form offline also which is also available on the college website.

College reserved the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/Reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

The application fee is Rs. 200/-for General/OBC category and Rs. 100/- for SC/ST and Nil for Pwd candidates. Payment should be made online while filling and submitting the application. The fee is non-refundable. Any addendum/corrigendum shall be posted on the college/DU website only. The

date of submission of online form is from 20.09.2015 to 19.10.2015. Those in service should apply through proper channel.

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

Qualification and experience details are as under:-

1. Librarian: : 15600-39100 + 6000 (GP)

Essential:

- (a) A Master's Degree in Library Science & Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization.
- (b) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.

2 SECTION OFFICER (A/C) : 9,300 – 34800 + 4,600 (GP)

Essential:

- (a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

or

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Minimum 6 Years of Administrative Experience

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

3. Senior Personal Assistant : 9300 – 34800 + 4,600 (GP)

Essential

- (a) A Bachelor's degree from a recognized University.
- (b) At least three years post qualification experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government

Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.

(c) Skill test norms:

- (a) Dictation: 10 mts @ 100 w.p.m.
- (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
- (c) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, E-mail communication etc.

Desirable

- Degree/Diploma in Computer Application/Science.
- Diploma in Office Management and Secretarial Practice.
- Knowledge of service rules applicable for Central Government establishment.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

4. SENIOR TECHNICAL ASSISTANT (COMPUTER): 9,300 – 34800 + 4,200 (GP)

Essential:

MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one year experience or B.Tech. /B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Note:- All the direct recruits will be required to appear in a written/practical test to adjudge their professional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ practical test and interview

5. PROFESSIONAL ASSISTANT (LIBRARY): 9,300 – 34800 + 4,200 (GP)

Essential:

(a) M. Lib. Sc/ M.L.I.Sc. Or Equivalent with 50% marks;

or

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./ B.L.I.Sc with 50% marks.

(b) Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

6. SENIOR ASSISTANT : 9,300 – 34800 + 4,200 (GP)

Essential:

- (a) Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

or

Graduate Degree with minimum 50% marks in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Minimum 4 Years of Administrative Experience.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

7. SEMI PROFESSIONAL ASSISTANT (LIBRARY) : 5,200–20,200+2,800 (GP)

Essential:

- (a) Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.
- (b) B.Lib.Sc / B.L.I.Sc with 50% Marks.
- (c) Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

8. ASSISTANT : 5,200 – 20,200 + 2,400 (GP)

Essential:

- (a) A Graduate from a recognized University in any discipline with working knowledge of computers, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

or

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Minimum 2 Years of Administrative Experience

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

9. LIBRARY ASSISTANT / JUNIOR LIBRARY & INFORMATION ASSISTANT 5,200 – 20,200 + 2,000 (GP)

Essential

- (a) Passed Sr. Secondary or equivalent examination conducted by State Board of Education/University/Govt. recognized institutions.
- (b) Certificate in Library Science/Library and Information Science from a recognized institution;
- (c) Computer Course at Sr. Secondary Level or Basic Course in Computer Science/Word Processing from a recognized Institution.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

10. JUNIOR ASSISTANT : 5,200 – 20,200 + 1,900 (GP)

Essential:

- (a) A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board /University / Institution with at least 50% marks or a Graduate from a recognized University, and Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent discipline.

or

Graduate Degree in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline from a recognized University.

- (b) Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

10 LIBRARY ATTENDANT (MTS) : 5,200 – 20,200 + 1,800 (GP)

Essential:

- (a) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
- (b) Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

Delhi/UGC).

11 COMPUTER ATTENDANT (MTS): 5,200 – 20,200 + 1,800 (GP)

Essential:

- (A) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
- (B) Certificate in Computer Science/Application from a recognized Institution.

Desirable:

- (A) Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS.

- 1 Log on to **www.cvs.edu.in**
- 2 Before filling up the form, candidates are advised to carefully go through the Advertisement Advt.No. NT/cvs/2015/01 available on the college website and confirm your eligibility with regard to qualification/ experience/age etc. before submitting the online application form.
- 3 Candidate is advised to pay online

S. No.	Category	Amount
(a)	UR/OBC	Rs. 200/-
(b)	SC/ST	Rs. 100/-
(c)	PwD	Nil
- 4 Field with red star (*) marks are mandatory and essential to be filled in by the Candidate.
- 5 Once you click the "Submit" button, no more changes can be made. Please be sure to review your application carefully before submission.
- 6 A separate on-line application form has to be submitted for each post.
- 7 Candidature may be cancelled if more than one application is submitted for the same post.
- 8 After submission of on-line form, a confirmation page (Application form) will open which will have all the information entered by the candidate with his/her registration number. Candidates need to keep for future reference
- 9 The last date of submission of online application form is 19.10.2015 till 11:59:59 p.m. for this advertisement.
- 10 College will accept the application form through online mode only. Applications other than online mode will not be accepted.
11. The eligible and interested persons are required to apply on-line in the format available on the college website **www.cvs.edu.in** Applications other than online, will not be accepted.
12. In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.
13. The date of written examination for each post will be notified on the college website. Applicants are required to check the college website on regular basis.
14. Admits 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 (**www.cvs.edu.in**)
15. Candidates are required to furnish correct/exact email ID for College correspondence.
16. In order 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.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

- 1 Candidates are required to appear in a written test/practical test/skill test to adjudge the basic knowledge as per the requirement of the post. Those candidates, who will qualify the written examination/skill test or any other test applicable to that post, will be called for interview. The selection shall be based on the performance of the candidate in the written test and interview.
- 2 College reserves the right to conduct written test for all the posts.
- 3 All the posts will be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be such as prescribed by the University of Delhi/U.G.C. from time to time.
- 4 The upper age-limit as prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-Servicemen and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- 5 The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement provided they have rendered at least three years regular service in the University and its Colleges.
- 6 The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
- 7 The upper-age limit shall also be relaxable in respect of persons who are already working on contract/daily wages/adhoc basis in the Delhi University/Colleges to the extent of services rendered by them one time exemption provided they have put at least one year of services.
- 8 The upper age limit for the posts advertised shall be determined as on last date of submission of applications.
- 9 Applications fee is to be deposited through online as per the details given below:-

S. No.	Category	Amount
(a)	UR/OBC	Rs. 200/-
(b)	SC/ST	Rs. 100/-
(c)	PwD	Nil

- 10 Candidate belonging to SC/ST/OBC/PwD categories should keep ready an attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. An

Ex-serviceman candidate has to produce a copy of the discharge certificate/pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defense services.

- 11 Candidates should possess the prescribed educational qualification and experience as on the closing date of application.
- 12 Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.
- 13 Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
- 14 Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.
- 15 The number of posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
- 16 Fees once paid shall not be refunded under any circumstances.
- 17 All candidates should have fulfilled the minimum eligibility on the closing date of submission of application.
- 18 Candidates called for written test/ interview shall do so at their own expenses. No. TA/DA shall be paid.
- 19 The candidates are instructed to carefully read the eligibility criteria along with the General Instructions as well as the detailed instructions to fill the online form.
- 20 The College shall not be responsible for any delay/loss due to postal or technical reasons.
- 21 Applications received without complete information or without requisite fees shall be rejected.
- 22 The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.
- 23 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves right to modify/cancel/withdraw any communication made to the candidate.
- 24 The eligible and interested persons are required to apply on-line on the college **website www.cvs.edu.in**. Applications other than on-line mode will not be accepted.

**Sd/-
Principal**