

कॉलेज ऑफ वोकेशनल स्टडीज  
(दिल्ली विश्वविद्यालय)

त्रिवेणी शेख सराय फेस-II, नई दिल्ली-110017  
दूरभाष : +91-11-29258544 / 29258792  
फैक्स : +91-11-29256117



College of Vocational Studies  
(University of Delhi)  
Triveni (Sheikh Sarai) Phase -II,  
New Delhi-110017, India  
Tel.: +91-11-29258544 / 29258792  
Fax : +91-11-29256117

संदर्भ संख्या  
Ref. No. CVS/2015/107

दिनांक  
Dated

**17.04.2015**

**WALK-IN-TEST/INTERVIEW**

**The Walk-in-Test/Interview will be held for the post of Junior Assistant on purely contractual basis (as per University of Delhi Rules) for a period of six months in the College premises. The date, time and eligibility details are as under:**

**Reporting Time : 02.05.2015 Time: 10.30 A.M.**

**Junior Assistant - (Five)**  
**(Three- UR, One-OBC, One-SC)**  
**Consolidated Salary : Rs. 15,800/- per month**

**Essential**

- A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with recognized University with at least 50% marks, and Diploma / Certificate of Minimum six months duration in Computer Application/ Office Management/ Accounts or equivalent discipline.  
Or  
Graduate Degree in Computer Application / Office Management / Financial Management / Accounts or equivalent degree.
- Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through computers.
- Should have qualified the written and typing test of the College.

**Tests to be conducted:**

- a. (i) Objective Type Test comprising of General Intelligence & Reasoning Ability, Arithmetic & Numerical Ability: Language Communication Skills and Drafting Letter writing.  
(ii) Skill Test (Typing Speed @ 40 w.p.m. in English or 30 w.p.m. in Hindi on Computer).
- b. Interview

**NOTE**

1. Two of the posts will be filled up with a candidate who has done B.Com. or related course i.e. having knowledge of Accounting.
2. The minimum qualifications & eligibility requirements are as specified in University UGC regulations. For all the details, visit [www.du.ac.in](http://www.du.ac.in).
3. Please bring all the original and attested photocopies of certificates and other testimonials in support of qualifications, caste and experience with their Bio-Data at the time of interview.
4. No TA/DA will be paid.
5. Bring duly filled up prescribed application form at the time of written test.
6. Application Form Proforma can be downloaded from College Website [www.cvs.edu.in](http://www.cvs.edu.in)
7. Number and nature of vacancies may be changed.

  
**(DR. INDER JEET)**  
**PRINCIPAL**

**C.C.**

1. College Website
2. University Website
3. College Notice Board
4. S.O. (Admn.)