



**29.08.2017**

संदर्भ संख्या  
Ref. No. CVS/2017/ 867

दिनांक  
Dated

## WALK-IN-TEST

The Walk-in-Test 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 Date : 02.09.2017 Time: 10:30 a.m.**

**Junior Assistant - (Three)**  
**(One- UR, One-OBC, One-SC)**  
**Consolidated Salary : Rs. 18,960/- 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:**

- (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).  
Interview

### **NOTE**

1. One of the post will preferably be filled up with a candidate who has done B.Com. or related course i.e. having knowledge of Accounting or XII with Commerce Stream and Diploma in Accounting/Tally.
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.)

Application No. \_\_\_\_\_

(To be filled by the office)



**COLLEGE OF VOCATIONAL STUDIES**  
**UNIVERSITY OF DELHI**  
**SHEIKH SARAI, PHASE-II, NEW DELHI-110017**

**APPLICATION FORM FOR NON-TEACHING POSTS**

Please paste duly  
attested passport  
size photograph  
here.

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 \_\_\_\_\_

9. Are you Ex-Serviceman/Disabled Defence Personnel/Development of Defence Personnel killed in action? If so, attach Certificates \_\_\_\_\_



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:

Shorthand **(English)** \_\_\_\_\_ w.p.m. **(Hindi)** \_\_\_\_\_ w.p.m.

Typewriting \_\_\_\_\_ w.p.m. \_\_\_\_\_ w.p.m.

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

MS WORD		MS EXCEL		MS POWER POINT	
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E-MAIL		BROWSING	
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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)**

**DECLARATION**

I hereby declare that information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Dated \_\_\_\_\_

**(Full signature of applicant)**

**ENDORSEMENT FROM EMPLOYER**  
**(for applicant in employment)**

The facts stated in this application have been verified and found correct. This organization/department has no objection in his/her applying for the post referred in the application.

Dated \_\_\_\_\_

\_\_\_\_\_  
**(Head of the Deptt.)**

**NOTE:**

1. Attested copies of certificates or degree and testimonials etc., to be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Applicants must fill in all the columns of this form. Failing which their application may be rejected.
3. Please apply, on separate Application Form, if applying for more than one post.
4. Applicants who are in employment should send their applications through proper channel.
5. No T.A., D.A. will be paid for attending the prescribed tests and interview.
6. Attach additional sheets, if necessary.
7. Latest passport size photograph should be pasted at specified place.
8. The Envelop containing application form should be super scribed as :  
“Application for the post of \_\_\_\_\_”
9. Application should be address to:  

The Principal  
College of Vocational Studies  
Triveni, Sheikh Sarai, Phase-II,  
New Delhi-110017.
10. Application can be submitted in person or by post/courier, in any case application should be reach on or before the last date for submitting applications.