



संदर्भ संख्या
Ref. No. CVS/2017/290

दिनांक
Dated 24.05.2017

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: 30.05.2017 Time: 10.30 A.M.

Junior Assistant - (Six) (Four-UR, One-OBC, One-SC)
(Out of total one Junior Assistant will act as a Care-taker)

Consolidated Salary: Rs.15,800/- per month

Essential Qualification for Junior Assistant

- 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.

Test to be conducted:

- I. Objective type Test comprising of General Intelligence & Reasoning Ability, Arithmetic & Numerical Ability: Language Communications Skill and Drafting Letter writing.
- II. Skill Test (Typing Speed@40 w.p.m. in English or 30 w.p.m. in Hindi on Computer).

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. One post may be filled up as care-taker with a candidate who has the ITI Trade Certificate or an equivalent qualification in electrical/Civil/ Plumbing/Air-Conditioning.
3. The minimum qualifications & eligibility requirements are as specified in University UGC regulations. For all the details, visit www.du.ac.in.
4. 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.
5. No TA/DA will be paid.
6. Bring duly filled up prescribed application form at the time of written test.
7. Application Form Performa can be downloaded from College Website www.cvs.edu.in.
8. Number and nature of vacancies may be changed.

(DR. INDER JEET)
PRINCIPAL

CC:-

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.