

CVS/2022/291

Date:- 08/06/2022

## **College of Vocational Studies**

Sheikh Sarai, New Delhi

(University of Delhi)

### **Notice for Appointment for Non- Teaching on deputation bases**

College of Vocational Studies invites application ( on deputation bases) from talented And motivated candidates for the following post in the prescribed application form available on the college website [www.cvs.edu.in](http://www.cvs.edu.in) and also on the University of Delhi website [www.du.ac.in](http://www.du.ac.in). The Last date of receipt of Application on the College email id [cvs-1972@yahoo.com](mailto:cvs-1972@yahoo.com) is **June 24,2022.**

<b>Post</b>	<b>Scale of pay</b>
Section Officer( One Account and One Admin)	Pay Level 7 ( As per 7 <sup>th</sup> CPC)
Senior Personal Assistant( one)	Pay Level 7 ( As per 7 CPC)
Senior Assistant (One account and One admin)	Pay Level 6 ( As per 7CPC)

### **Eligibility Criteria for Section Officer**

#### **Essential:**

Graduate from a recognized University

#### **Desirable:**

1. Diploma / Certificate of minimum 6 months duration in computer Application/ Office Management/ Secretarial practice/ Financial Management/ Accounts or equivalent Discipline.
2. Experience in handling educational administration/ General Administration/ Purchase Account/ Account and finance in a University/ Research institution/ Government Department / PSU.

## **Eligibility Criteria for Appointment of Section Officer on Deputation Basis for Section Officer**

Senior Assistant working in the pay scale of Pay Level I of Pay Level 06 with minimum period of 05 years' regular service in the cadre. The candidate should have undergone one week of job specific training/ skill enhancement program conducted by a College/ University. Department / state Govt. department / Statutory or Autonomous bodies or Universities or Institutions of Higher Learning.

### **For Senior Personal Assistant**

#### **Essential**

1. A bachelor Degree from recognized University
2. At least 03 years of Experience working as private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in Government Department/ Universities/ Autonomous Bodies/ PSUs/ educational institution recognized by the Government.
3. Skills Test norms
4. Dictation: 10 minutes at an average speed of 100 wpm
5. Transcriptions: 40 minutes (English) or 55 minutes (Hindi) on Computer.
6. Computer proficiency viz. Typing skills, word processing, spread sheet, internet, e mail communication etc.

#### **Desirable**

1. Degree/ diploma in computer Application/ Science
2. Diploma in Office management and secretarial practice
3. Knowledge of service rules applicable for central Government establishments.

### **Eligibility Conditions (for Appointment Senior personal assistant on deputation basis)**

Officers working in analogous post in the pay scale of Level -07 or equivalent service, or Amongst the Personal Assistants with 3 years of regular service in the cadre and on the basis of quality of ACRs/ APARs. The candidate should have undergone one week of job specific training / skills enhancement program conducted by a College / University.

### **Eligibility Criteria for Senior Assistant**

1. Graduate or Post graduate from a recognized University in any discipline with working knowledge of computers.

### **Eligibility Criteria for Senior Assistant for deputation Basis**

Amongst the Assistant working in the pay scale of pay Level 04 with minimum period of 5 years' regular service in the cadre. The candidate should have undergone one week of job specific training / skills enhancement program conducted by a college/ University.

### **NOTE**

1. Applications of such candidates will only be considered as are routed through proper channel and are accompanied with:
  - i. Duly Filled Applications Form along – with copies of all testimonials.
  - ii. Attested photocopies of ACRs/ APARs for the last three years.
2. **The period of deputation is initially for one year extendable annually for one year (up to three years).** The said deputation shall be governed by the terms & conditions of Foreign Service Rules as applicable to the employees of the University of Delhi. The said appointment can be terminated even before the expiry of

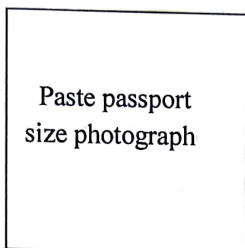
3. Persons who are on direct line of promotion in the cadre are not eligible for appointment on deputation basis. Similarly, deputation is not eligible for absorption. The selection will be made on the basis of quality of ACRs and interview
4. The incumbent should possess an aptitude for drafting / noting in English, adequate exposure in handling one or more functions related to General Administration/ Accounts & Finance / HR/Legal/ Budget preparation etc.
5. The College will place corrigendum, if any, on the college website only. Candidates are requested to monitor the same
6. Application received without complete information shall be rejected.
7. The application is liable to be rejected if received by the college on the notified website after due date.
8. No. T.A/ D.A will be paid for attending the interview.
9. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any materials/ information while submitting the applications and self- certified copies/ testimonials.
10. The college reserves the right not to fill up the post advertised without assigning any reason.
- 11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, the College reserves the right to modify/ withdraw/ cancel any communication made to the candidate.**

All the relevant documents, testimonials, certificates etc. should reach The OSD, **College of Vocational studies (University of Delhi), DDA Market, 7, Press Enclave Marg, K Pocket, Phase II, Sheikh Sarai, New Delhi, Delhi 110017** on the College Email id [cvs\\_1972@yahoo.com](mailto:cvs_1972@yahoo.com) under the subject 'APPLICATION FOR THE POST OF SELECTION OFFICER (ACCOUNTS/ADMIN)/SENIOR PERSONAL ASSISTANT /SINIOR ASSITANT ON DEPUTATIONS BASIS' latest by June 24, 2022. The hard copy of the application must be produced by the Applicants called for interview at the time of interview.

*Ajay Jainwal*  
**OSD/Principal**  
*ASH* *M. Sharma*

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Application form for \_\_\_\_\_ (On Deputation Basis)



<b>Post Applied for</b>			
1	Name ( in Block letter)		
2	Father's/ Husband's name		
3	Gender		
4	Date of Birth	In Figures(DD/MM/YYYY)	
		In Words:	
5	Age ( As on last date)	Years: _____	Months: _____ Days: _____
6	Contact Details		
	( i ) Address for communication		
	( ii ) Email ID		
	( iii ) Mobile NO.		
7	Nationality		
8	Marital Status		
9	Do you belong any Reserved category? If yes, Name of the category		

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**10. Educational Qualifications:**

(Starting from 10<sup>th</sup> standard & use separate sheet, if required)

<b>Examination passed</b>	<b>Year of passing</b>	<b>School/ College / University attended</b>	<b>Percentage by Exam qualified</b>	<b>Mains subjects studied</b>

**11. Technical Qualifications, if any**

(Please use separate sheet, if required)

<b>Examination passed</b>	<b>Year of passing</b>	<b>School/ College / University attended</b>	<b>Percentage by Exam qualified</b>	<b>Mains subjects studied</b>

**12. Experience**

<b>Name of Organization</b>	<b>Post held / Designation</b>	<b>Present Pay and Pay Level</b>	<b>Period</b>		<b>Nature of Duties performed</b>

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13. Details of Computer Related skills:  
(MS office, Online Meetings, Handling emails, mailbox, etc

14. Any other information:

**Declaration by the Applicant**

I hereby declare that the details given in this Application form by me is true and correct to the best of my knowledge and understanding and nothing has been concealed therein. In case of suppression of any information or submission of wrong facts. I shall be liable or appropriate action on me and my candidature shall be cancelled.

Date- .....

Signature of Applicant .....

Place: .....

Name of Applicant: .....

**For Applicants in Employment**

(Verification by the Applicant`s Office)

The facts stated in the above application have been verified and found correct. There is no vigilance or disciplinary enquiry pending or being contemplated against the applicant.

Dated.....

**Signature and seal of the Head of the Institution**