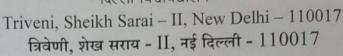


College of Vocational Studies

कॉलेज ऑफ़ वोकेशनल स्टडीज

(University of Delhi) दिल्ली विश्वविद्यालय





Date: 07.02.2025

NOTICE

For the appointment of Instructor in the Department of Office Management & Secretarial Practice (OMSP) on Guest Basis.

Those candidates who have the below mentioned qualification for the post of Instructor may send their applications on email id admin3@cvs.du.ac.in within a week w.e.f. today, i.e. upto 14.02.2025.

Essential Qualifications:

- 1. A Degree from a recognized University in any discipline with working knowledge of computers.
- 2. Diploma/Certificate of higher or lower grade in English Shorthand and Typewriting of an examination body other than UPSC.
- 3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
- 4. Retired teachers will also be considered for the appointments of Guest Faculty who are upto the age of 70 years.
- 5. Aptitude for teaching English Shorthand and Typewriting.
- 6. Minimum of 10 years "service as English Stenographer".

Desirable Qualification:

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

Shiv Kumar Sahdev)

Principal

New Delhi