



COLLEGE OF VOCATIONAL STUDIES
(UNIVERSITY OF DELHI)
SHEIKH SARAI (TRIVENI), PHASE-II, NEW DELHI-110017.

Applications are invited in the prescribed Application Form for the following posts on permanent basis:-

Name of the Post	UR	SC	OBC	Max. Age	Pay Band +GP
Senior Personal Assistant	01	--	--	35	9300-34800+GP4600
Senior Assistant	01	01	--	30	9300-34800+GP4200
Assistant	02	--	--	30	5200-20200+GP2400
Junior Assistant cum Typist	01	--	01	27	5200-20200+GP1900
Placement Officer*	01	--	--	--	20,000 to 25,000**

*Contractual for one year

** Consolidated Salary

NOTE:

1. Application Forms and other details regarding terms and conditions, eligibility, qualification, age, etc. can be seen / downloaded from the College website <http://www.cvsdu.com>.
2. The Application Forms duly completed in all respects (by hand/post) along with Bank Draft/IPO of Rs. 200/- (Rs. 100/- for reserved categories) in favour of Principal, College of Vocational Studies should reach the office of the undersigned upto 23.11.2013.
3. Those in service should apply through proper channel.
4. The College has right to change the number or nature of posts or not to fill up any posts.
5. All those applicants who applied earlier in response to Advertisement No. EN-9/85 (May, 2011), for the post of Senior Personal Assistant and Junior Assistant, has to apply afresh.

PRINCIPAL

1. Senior Personal Assistant (Pay Scale : PB2 - Rs. 9300 - 34800 + GP 4600) (One – UR)

Essential Qualification

- A Bachelor's degree from a recognized University.
- At least three years post qualification experience working as Private Secretary/Personal Assistant/Stenographer/Executive Assistant/Executive Secretary in a Government Department/Universities/Autonomous Bodies/PSUs/Educational Institution recognized by the Government.
- Skill test norms:
 - (a) Dictation: 10 mts @ 100 w.p.m.
 - (b) Transcription: 40 mts. (English) or 55 mts. (Hindi) on computer.
 - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread Sheet, Internet, E-mail communication etc.

Desirable

- Degree/Diploma in Computer Application/Science.
- Diploma in Office Management and Secretarial Practice.
- Knowledge of service rules applicable for Central Government establishment.

Selection Process:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test, skill test and interview.
2. The scheme of the examination including weightage of marks for written test and interview etc., as prescribed by the University from time to time.
3. The incumbent is expected to provide secretarial support services and other duties as may be assigned. He/She will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. He/She will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He/She will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.
4. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

2. Senior Assistant (Pay Scale : PB2 :9300-34800 + GP 4200)
(One – UR and One -SC)

Essential:

- Graduate with minimum 50% marks or Post Graduate with minimum 50% marks from a recognized University in any discipline with working knowledge of computer and Diploma/Certificate of minimum 6 months duration in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline.

Or

Graduate Degree with minimum 50% marks in Computer Application/Office Management/Secretarial Practice/Financial Management/Accounts or equivalent discipline from a recognized University.

- Minimum 4 years of Administrative Experience.

Selection Process:

The following shall be the scheme of examination, component of written test and its syllabus etc. for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type General Awareness (150 question) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Description Type Paper-II	Time:2 hours	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

B. Objective Type (General Awareness):

The question will be designed to test the ability of the general awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Question will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include question relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economics scene, General Polity, Scientific Research, basics/fundamentals of computer, sports etc. these question will be such that they do not require a special study of any discipline.

C. Descriptive Type:

The question will be designed to test the ability of the candidates knowledge and awareness on higher education system in India, its regulatory bodies and recent development in the field and on the following subjects:

Basic knowledge of the Constitution of India.

Knowledge and application of Office Procedure, Rules & Regulations.

English with special reference to skill in noting/drafting

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

1. The question shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the post reserved for SC/ST/PH category in each section i.e. paper-I and Paper-II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.

D. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The incumbent is expected to work under the supervision of Section Officer or A.O. / Assistant Registrar/Assistant Controller of Examinations. He should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration / House Keeping/ Establishment/ HR/ Legal/ Purchase / Accounts & Finance/ Project management / Public Relations.
2. All the Candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. The selection being based on the performance of the candidates in written test and interview.
3. The scheme of the examination including weight age of marks for written test and interview etc., as prescribed by the University from time to time with the approval of the Executive Council in this regard.
4. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

3. Assistant (Pay Scale : PB2 : 5200-20200 + GP 2400)
(Two – UR)

Essential:

- A Graduate from a recognized University in any discipline with working knowledge of computers and

Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

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

- Minimum 2 years of Administrative Experience.

Selection Process:

The following shall be the scheme of examination, component of written test and its syllabus etc. for recruitment to the post of **Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test				Interview/ Personality Test
Objective Type General Awareness (150 question) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks		Max. marks allowed: 50 marks
Description Type Paper-II	Time: 2 hours	Max. marks allowed: 100 marks		
Total Marks (150+100+50)				300rks

B. Test components:

Paper-I	Test components	Duration : 2 hours	
		No. of Questions	Marks
I	Test of General Awareness	40	40
II	General Intelligence and Reasoning ability	40	40
III	Arithmetic & Numerical Ability	30	30
IV	Test of Language English or Hindi	40	40
	Total	150	150

Paper-II	Test Components	Duration: 1 1/2 hours
		Marks
	Descriptive Type	100
	Total	100

C. Syllabus:

Paper-I:

- (i.) **General Awareness:** Questions will be designed to test the ability of the candidate's General awareness of the environment around him and its application to society. The question will also be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will include question relating to India and its neighboring country, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organization/Institutions, events etc.
- (ii.) **General Intelligence and Reasoning Ability:**
- The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concept, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii.) **Arithmetical and Numerical Ability:**
- The test of arithmetical and Numerical Ability will cover Number System including question on Simplification, Decimals, Fractions, L.C.M, H.C.F., ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graph, etc.
- (iv.) **Test of English/Hindi:**
- In addition to the testing of candidates understanding of the English or Hindi Languages, its vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-II:

D. Descriptive Type:

The question will be designed to test the ability of the candidates knowledge and awareness on higher education system in India, its regulatory bodies and recent development in the field and on the following subjects:

Knowledge and application of Office Procedure

Skill in noting/drafting

Knowledge of Computers with special reference to knowledge of word processing, data analysis packages.

Note:

5. The question shall generally be on the minimum qualification level of the post concerned.
6. There shall be no negative marking for wrong answers.
7. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the post reserved for SC/ST/PH category in each section i.e. paper-I and Paper-II of the test components.
8. Answer script of paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components

E. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates suitability for the post in probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

4. Junior-Assistant Cum Typist (Pay Scale of : 5200-20200+ GP 1900)
(One- UR and One- OBC)

Essential

- A Senior Secondary School Certificate (+2) or its equivalent qualification from a recognized Board/University/Institution with at least 50% marks or a Graduate from a recognized University and

Diploma / Certificate of minimum 6 months duration in Computer Application / Office Management / Secretarial Practice / Financial Management / Accounts or equivalent discipline.

OR

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

- Having a typing speed of 40 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

Selection Process:

The following shall be the scheme of examination, component of written test and its syllabus etc. for recruitment to the post of **Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type General Awareness (150 question) Paper-I	Time: 2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Essay & Comprehension test Paper-II	Time:1 hours	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

B. Test components:

Paper-I	Test components	Duration : 2 hours	
		No. of Questions	Marks
I	Test of General Awareness	40	40
II	General Intelligence and Reasoning ability	40	40
III	Arithmetic & Numerical Ability	30	30
IV	Test of Language English or Hindi	40	40
	Total	150	150

Paper-II	Test Components	Duration: 1 hours
		Marks
	Essay & Comprehension & Letter Writing	100
Total	100	

Candidates are required to qualify the Typing Test also

C. Syllabus:**Paper-I:****(i.) General Awareness:**

Questions will be designed to test the ability of the candidate's General awareness of the environment around him and its application to society. The question will also be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will include question relating to India and its neighboring country, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organization/Institutions, events etc.

(ii.) General Intelligence and Reasoning Ability:

The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concept, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii.) Arithmetical and Numerical Ability:

The test of arithmetical and Numerical Ability will cover Number System including question on Simplification, Decimals, Fractions, L.C.M, H.C.F., ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graph, etc.

(iv.) Test of English/Hindi:

In addition to the testing of candidates understanding of the English or Hindi Languages, its vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-II:**(v.) Descriptive Type:**

Essay, Comprehension & Letter writing: This test is meant for testing the applicability and correct usage of the Language.

Candidates are required to qualify the Typing Test also

(vi.) Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the post reserved for SC/ST/PH category in each section i.e. paper-I and Paper-II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components

5. Placement Officer (Contract Basis on Consolidated Salary)

Essential Qualification

Master's in Business Management or in any discipline of Social Science such as Sociology, Economics, Commerce, Psychology, Social Work etc. with familiarity in Business Management and / or Personnel Management.

Desirable

A person having industrial background or the knowledge of working in Private and / or Public undertakings or educational institutions with special references to placement and training work may be given preference.

Note: Only shortlisted candidates will be called for interview.

Instructions to the candidates

1. College of Vocational Studies reserves the right to conduct written test for other posts also.
2. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Physically Challenged, Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University of Delhi.

3. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates provided they have rendered at least three years regular service in the University of Delhi.
4. The upper age-limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they rendered regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous bodies/Universities/ affiliated or constituent colleges under the University/Public Sector Undertakings rendered at least three years regular service in the same or allied field.
5. The upper age limit the posts advertised shall be determined as on last date of submission of applications.
6. The number posts advertised may vary, and the College reserves the right not to fill up some or all the posts advertised.
7. Candidates belonging to SC/ST/OBC/ESM and PWD category should mention their category specifically in the application forms and attach certificate of proof from the competent authority, for reserved posts.
8. College will not be responsible for any delay on account of postal strikes or for that matter any reason and no correspondence will be entertained after the last date.
9. Please apply on separate Application Forms, if applying for more than one post.
10. Age and other relaxation will not be given to SC/ST/OBC for unreserved posts
11. Application can be downloaded through <http://www.cvsdu.com>

HOW TO APPLY

(i) A recent passport size color photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected. Three copies of the same photo should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.

(ii) Before applying for the post, candidates should ensure that he/she fulfills the eligibility and
Other criteria mentioned in this advertisement. College of vocational Studies would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.

(iii) Candidates will be required to enclose attested true copies of the following testimonials /
documents along with their application:

- All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet & Degree certificate starting from matriculation onwards).

- Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PH candidates) in the prescribed format issued by the Competent Authority.
- Document in support of Date of Birth proof.
- Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the Application Form.
- NOC /Forwarding Letter from the employer in case candidate is employed in a Central /State Government / PSU / Semi Government organization.

(iv) Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s) / photographs etc. as mentioned or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.

(v) Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered.

(vi) Information regarding the written examination/ interview as the case may be can also be sent to the e-mail id mentioned in the application form by the applicant.

(vi) Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and/ or interview as the case may be.

(vii) Enclose a self addressed and stamped envelope.

(viii) Application duly complete in all respects along with Bank Draft/IPO of Rs. 200/- (Rs. 100/- for reserved categories) in favour of The Principal, College of Vocational Studies must reach the college on or before 23/11/2013 in a cover super scribed "**Application for the post of**_____ (name of the post applied for). The application should be addressed to:

Principal
College of Vocational Studies
University of Delhi
Triveni, Sheikh Sarai Phase II
New Delhi- 110017.

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	
---------	--	----------	--	----------------	--

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.

**COLLEGE OF VOCATIONAL STUDIES
(UNIVERSITY OF DELHI)**

ADMIT CARD

Written Test for the post of _____
(To be filled by the candidate)

Ref. No. _____
Date of Examination _____
Address of Centre: College of Vocational Studies
(University of Delhi)
Triveni, Sheikh Sarai, Phase-II,
New Delhi-110017

(For Office use)

Latest Passport
Size Photograph

PARTICULARS OF CANDIDATE

Name of Candidate : _____
Father's Name : _____
Category : _____ (UR/OBC/SC/ST/PwD)
Address of Candidate : _____

Signature of Candidate

PRINCIPAL

**COLLEGE OF VOCATIONAL STUDIES
(UNIVERSITY OF DELHI)**

ADMIT CARD

Written Test for the post of _____
(To be filled by the candidate)

Ref. No. _____
Date of Examination _____
Address of Centre: College of Vocational Studies
(University of Delhi)
Triveni, Sheikh Sarai, Phase-II,
New Delhi-110017

(For Office use)

Latest Passport
Size Photograph

PARTICULARS OF CANDIDATE

Name of Candidate : _____
Father's Name : _____
Category : _____ (UR/OBC/SC/ST/PwD)
Address of Candidate : _____

Signature of Candidate

PRINCIPAL