

कॉलेज ऑफ वोकेशनल स्टडीज
(दिल्ली विश्वविद्यालय)

त्रिवेणी शेख सराय फेस-II, नई दिल्ली-110017
दूरभाष : +91-11-29258544 / 29258792
फैक्स : +91-11-29256117



College of Vocational Studies
(University of Delhi)

Triveni (Sheikh Sarai) Phase -II,
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Tel.: +91-11-29258544 / 29258792
Fax : +91-11-29256117

संदर्भ संख्या

Ref. No. CVS/2019/118

09.04.2019

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 : 20.04.2019 Time: 10:30 a.m.

Junior Assistant – (Two)

(One-UR, One-OBC)

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.

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).

NOTE

1. The above mentioned posts 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.
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 joining, if selected.
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
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. A.C. (A) 5.