COLLEGE OF VOCATIONAL STUDIES
(UNIVERSITY OF DELHI)
Triveni, Sheikh Sarai, New Delhi – 110017.
Ph- 011-29258544, Fax – 011-29256117

Advt.No. CVS/NT/2018/01   02.01.2018

Online applications are invited for the following permanent Non-Teaching posts of the college.

Name of the Post	No of Post	UR	SC	OBC	Pwd	Max Age	Pay Band +GP
Librarian	01	--	--	--	OH (01)	--	15600-39100+GP 6000
Section Officer (A/c)	01	01	--	--	--	35	9300-34800+GP 4600
Senior Personal Assistant (Deputation only)	01	01	--	--	--	35	9300-34800+GP 4600
Senior Technical Assistant	01	01	--	--	--	35	9300-34800+GP 4200
Professional Assistant	01	01	--	--	--	35	9300-34800+GP 4200
Senior Assistant	01	--	--	--	VH (01)	30	9300-34800+GP 4200
Semi Professional Assistant	01	01	--	--	--	35	5200-20200+GP 2800
Assistant	02	01	--	--	HH (01)	30	5200-20200+GP 2400
Junior Assistant cum Typist*	06	04	--	02	--	27	5200-20200+GP 1900
MTS (Library)	02	01	--	--	OH (01)	27	5200-20200+GP 1800
MTS (Computer)	01	01	--	--	--	27	5200-20200+GP 1800

Abbreviation: UR- Unreserved, SC- Scheduled Caste, OBC- Other Backward Class, PwD – Person with disabilities, OH-Orthopedic Handicapped. VH-Visually Handicapped, HH-Hearing Handicapped.
*One JACT will be act as a Care taker.

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website www.cvs.edu.in.The PwD candidate can fill the form offline also which is also available on the college website.

College reserved the right to fill or not to fill the above mentioned post(s). The number of posts Unreserved/Reserved may increase or decrease as per DU/UGC rules. Eligibility criteria and qualifications are as per the University of Delhi/UGC Norms.

The application fee is Rs. 500/-for General/OBC category and Nil for SC/ST/PwD/Woman candidates. Payment should be made online while filling and submitting the application. The fee is non-refundable. The date of submission of online form is from 13.01.2018 to 29.01.2018.Those in service should apply through proper channel.

The candidates are instructed to carefully read the eligibility criteria along with the General instructions to fill the online application form.

Note: The recruitment of the above mentioned posts will be subject to the approval of the UGC & University of Delhi.

Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the Candidates to visit the website www.cvs.edu.in on regular basis.

QUALIFICATIONS AND OTHER DETAILS ARE MENTIONED BELOW:

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING POSTS.

Qualification and experience details are as under: -

  1. **Librarian**:   :   **15600-39100 + 6000 (GP)**

Essential:

  (a) A Master's Degree in Library Science & Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization.

  (b) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.

Note:
  I. The Candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation - 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of University Assistant Librarian / College Librarian.

  II. Provided further, the award of degree to candidates registered for the M.Phil. / Ph.D. programme prior to 11 July 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET for recruitment and

appointment of University Assistant Librarian / College Librarian subject to the fulfillment of the following conditions: -

a. Ph.D. degree of the candidate awarded in regular mode only;
b. Evaluation of the Ph.D. thesis by at least two external examiners;
c. Open Ph.D. viva voce of the candidate had been conducted;
d. Candidate has published two research papers from / based on his / her Ph.D. work, out of which at least one must be in a referred journal;
e. Candidate has made at least two presentations in conferences / seminars, based on his / her Ph.D. work.
f.(a) to (e) as above are to be certified by the Vice-Chancellor / Pro Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions).

III. A relaxation of 5% may be provided at the Graduate and Masters level for the Scheduled Castes / Scheduled Tribes / Differently-abled (Physically and Visually differently-abled) / Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

2 **SECTION OFFICER (A/C)** : **9,300 – 34800 + 4,600 (GP)**

Essential:

(a)   Graduate with minimum 50% marks or Post Graduate with minimum 50% marks, 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.

(b)   Minimum 6 Years of Administrative Experience

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

   3. Senior Personal Assistant : **9300 – 34800 + 4,600 (GP)**

Essential

(a) A Bachelor's degree from a recognized University.

(b) 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.

(c) 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.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

4. **SENIOR TECHNICAL ASSISTANT (COMPUTER): 9,300 – 34800 + 4,200 (GP)**

Essential:

MCA or M.Sc. (Computer Science/IT) from a recognized University / Institute with one year experience or B.Tech. /B.E. (Computer Science / Information Technology / ECE) or equivalent degree with one year experience in relevant area.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

Note:-All the direct recruits will be required to appear in a written/practical test to adjudge theirprofessional/technical knowledge as per the requirement of the post. The selection shall be based on the performance of the candidates in the written/ practical test and interview

5. **PROFESSIONAL ASSISTANT (LIBRARY):   9,300 – 34800 + 4,200 (GP)**

Essential:

(a)   M. Lib. Sc/ M.L.I.Sc. Or Equivalent with 50% marks;

or

Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib. Sc./ B.L.I.Sc with 50% marks.

(b)   Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/UGC).

6. **SENIOR ASSISTANT**   :   **9,300 – 34800 + 4,200 (GP)**

Essential:

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

(b)   Minimum 4 Years of Administrative Experience.

Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

7. **SEMI PROFESSIONAL ASSISTANT (LIBRARY)**   :   **5,200–20,200+2,800 (GP)**

Essential:

(a)   Graduate in Arts/Science/Commerce or any other discipline or any other higher qualification with 50% marks.

(b)   B.Lib. Sc/B.L.I.Sc with 50% Marks.

(c)   Course in computer application at Graduate or PG Level or 6 months computer course from a recognized institution.

Maximum Age Limit: 35 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

8. **ASSISTANT**   :   **5,200 – 20,200 + 2,400 (GP)**

Essential:

(a)   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.

(b)   Minimum 2 Years of Administrative Experience
Maximum Age Limit: 30 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

9. **JUNIOR ASSISTANT** : **5,200 – 20,200 + 1,900 (GP)**

Essential:

(a)   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 equivalentdiscipline.

or

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

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

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

10 LIBRARY ATTENDANT (MTS) : 5,200 – 20,200 + 1,800 (GP)

Essential:

(a)   Passed 10th or equivalent examination from any State Education Board or Government recognized Institution

(b)   Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:
Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

11 COMPUTER ATTENDANT(MTS): 5,200 – 20,200 + 1,800 (GP)

Essential:

(A) Passed 10th or equivalent examination from any State Education Board or Government recognized Institution
(B) Certificate in Computer Science/Application from a recognized Institution.

Desirable:

(A) Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Maximum Age Limit: 27 years (Age relaxation will be allowed as per the guidelines of University ofDelhi/UGC).

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INSTRUCTIONS FOR FILLING ON-LINE APPLICATION FORM FOR NON-TEACHING POSTS.

1 Log on to **www.cvs.edu.in**

2 Before filling up the form, candidates are advised to carefully go through the Advertisement Advt. No. NT/CVS/2018/01 available on the college website and confirm your eligibility with regard to qualification/ experience/age etc. before submitting the online application form.

3 Candidate are advised to pay online

S. No.	Category	Amount
(a)	UR/OBC	Rs. 500/-
(b)	SC/ST	Nil
(c)	PwD	Nil
(d)	Women	Nil

4 Field with red star (*) marks are mandatory and essential to be filled in by the Candidate.

5 Once you click the "Submit" button, no more changes can be made. Please be sure to review your application carefully before submission.

6 A separate on-line application form has to be submitted for each post.

7 Candidature may be cancelled if more than one application is submitted for the same post.

8 After submission of on-line form, a confirmation page (Application form) will open which will have all the information entered by the candidate with his/her registration number. Candidates need to keep for future reference

9 The last date of submission of online application form is 29.01.2018 till 11:59:59 p.m. for this advertisement.

10 College will accept the application form through online mode only. Applications other than online mode will not be accepted.

11. In case any candidate is found to have furnished false information with regard to qualification, category, etc. or is found to have withheld/concealed information in his/her application form, his/her candidature will be cancelled and legal proceedings may also be initiated against him/her.

12. The date of written examination for each post will be notified on the college website. Applicants are required to check the college website on regular basis.

13. Admits Cards will not be sent by Post. Every eligible candidate may download his/her admit card having roll no. of candidate for appearing in the written examination from the college website **(www.cvs.edu.in)**

14. Candidates are required to furnish correct/exact email ID for College correspondence.

15. In order to avoid last minutes rush, the candidates are advised to apply early enough, College will not be responsible for any network problem or any other such type of problem.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. The earlier advertisement regarding filling up the vacant posts of the Non-teaching staff may be treated as cancelled. Those who had already applied may apply afresh.

2. As per directive of the University of Delhi Vide its OM No. Estab. IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitments to all Group 'C', Group 'D' (which are now reclassified at Group 'C') posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts in the light of Dopt OM No. 39020/01/2013-Estt (B) – Part dated 29.12.2015.

Accordingly, selection for the above posts (except Librarian) shall be based on performance of the candidates in the written test / skill test / practical test, etc.

3. All the posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualification and other service conditions shall be as prescribed by the University of Delhi / U.G.C. from time to time.

4. As per approved PwD Roster the post of Librarian has been identified for OH having disability of at least 40%. The candidate may be allowed to bring a **writer** as per rules (depending upon disability) with prior permission of the college.

5. Senior Assistant, is reserved for Visually Handicapped (VH) having disability of at least 40%.

6. Out of the two posts of Assistant, one post is reserved for Hearing Handicapped (HH) having disability of at least 40%. **No writer shall be allowed for HH category candidates.**

The candidate or/and writer will have to execute an Undertaking at the Examination Center, providing information in respect of the writer (maximum qualification, etc. before the start of the test). If any false or suppressed information is detected, the candidate/writer shall be liable to legal action as per rules.

Note:
for Points No. 4, 5 & 6: The PwD candidate can be from any reserved category (SC / ST / OBC) or unreserved category and will be placed in the appropriate category viz. SC / ST / OBC / UR in reservation roster for adjustment against current vacancies or in future.

7. The upper age-limit as 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 in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

8. Upper age limit for persons with disabilities shall be relaxable:

(a) by ten years (15 years for SCs / STs and 13 years for OBCs) in case of direct recruitment to Group 'C' posts;

(b) by 5 years (10 years for SCs / STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and

(c) by 10 years (15 years for SCs / STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.

9. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates applying for direct recruitment through open advertisement, provided that they have rendered at least three years regular service in the University and its constituent Colleges.

10. The upper age-limit prescribed for direct recruits shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered regular service in the same or an allied field in organization(s) under Government Departments / Statutory or Autonomous bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings. They should have rendered at least three years regular service in the same or an allied field.

11. The upper-age limit shall also be relaxable in respect of persons who are already working on contract / daily wages / adhoc basis in the Delhi University / Colleges to the extent of the services rendered by them. This is a one-time exemption available to those who have put in at least one year of service.

12. The upper age limit for the posts advertised shall be determined as on the last date of online submission of applications, i.e. 29.01.2018.

13. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e. 29.01.2018.

14. Relaxation in the required minimum qualifications for the post of Librarian and other advertised posts shall be provided as per rules framed by the University of Delhi/U.G.C.

15. Candidates belonging to SC / ST / OBC / PwD categories should keep ready attested copies of the certificates issued by the competent authority in the prescribed format as stipulated by the Government of India. In case of candidates belonging to the OBC category, the certificate should specifically contain a clause that the candidate does not belong to the creamy layer section. An Ex-serviceman candidate has to produce a copy of the discharge certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defense services should submit a certificate from a competent authority that they will be relieved from defense services.

16. It is the responsibility of the candidate to assess his / her own eligibility for the post for which he / she is applying in accordance with the advertisement. If it is detected at any time in the future - during the process of selection or even after appointment - that the candidate was not eligible as per the prescribed qualification, experience, etc., which could not be detected at the time of selection for whatever reason, his / her candidature / appointment shall be liable to be cancelled / terminated as per rules.

17. All the candidates who are applying for more than one post are required to fill up separate application forms.

18. Candidates belonging to SC / ST / OBC and Physically Handicapped categories should mention their category specifically in their applications and attach certificate of proof issued by the competent authority.

19. 4% seats are reserved for PwD category. The candidates applying under PwD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in. Only such persons would be eligible for

reservation in services / posts under VH / OH / HH categories who suffer from not less than 40 percent of disability.

20. Applications which do not meet the criteria given in this advertisement and / or are found incomplete are liable to be summarily rejected.

21. Candidates should not furnish any particulars which are false, fabricated or tampered with or suppress any material / information while submitting the application.

22. The number of unreserved / reserved posts advertised may vary, and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

23. Applications received without complete information or without requisite fees shall be liable to be rejected. Fees once paid shall not be refunded under any circumstances.

24. All expenses for appearing in written test/s, practical or skill test (if any) or for interview shall be borne by the candidates themselves. No. TA / DA shall be paid.

25. Please note that all future correspondence regarding the date of written examination/s, interview, etc. shall be uploaded on the college website only or/and sent to the email I.D. provided by the candidates. Candidates should ensure that the email I.D. provided by them is correct in all respects. The candidates should check their email (including spam) & college website on a regular basis. If any information is delayed due to technical reasons, the college would not be responsible for the same.

26. The college shall verify the antecedents of the candidate and the documents submitted by him / her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his / her services shall be liable to be terminated without prejudice to any other action initiated by the college.

27. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of appointment letter, the college reserves the right to modify / cancel / withdraw any communication made to the candidate.

Sd/
PRINCIPAL