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

Advt. No. CVS/2024/Non-Teaching/01

Date :07.06.2024

Applications are invited through **On-line** for the following permanent Non-Teaching posts of the college.

Name of the Post	No. of Post	UR	SC	ST	OBC	PwBD	Max Age	Pay Matrix as per 7TH CPC
Librarian*	01	--	--	--	--	01 (LD)		Academic Pay Level 10
Section Officer	01	01	--	--	--	--	35	Pay Level 7
Sr. Personal Assistant	01	01	--	--	--	--	35	Pay Level 7
Senior Technical Assistant	01	01	--	--	--	--	30	Pay Level 6
Senior Assistant*	02	--	01	--	--	01 (VI)	30	Pay Level 6
Assistant	01	--	--	--	01	--	30	Pay Level 4
Library Attendant	05	03	--	01	01	--	30	Pay Level 1

Abbreviation: UR- Unreserved, **SC-** Scheduled Caste, **ST-** Scheduled Tribe **OBC-** Other Backward Class, **PwBD-** Persons with Benchmark Disability; **VI-** Visual Impairment including blindness and Low vision **LD-**Locomotor Disability including leprosy cured, dwarfism, acid attack victim, cerebral palsy and muscular dystrophy.

*PwD one post each reserved from any category.

Link for online apply for the post of Librarian is **http://rec.uod.ac.in/**

Link for online apply for other Non-Teaching Posts **http://dunt.uod.ac.in/**

NOTE:

Candidates fulfilling the eligibility criteria may fill the online Application Form available on the college website www.cvs.edu.in.

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/PwBD/Woman candidates. Payment should be made through online link. The fee is non-refundable. The date of submission of online form is from **07.06.2024 to 30.06.2024**. 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.

LIBRARIAN : **Academic Pay Level 10 as per 7th CPC 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 of library

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

c) 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/SLET/SET for recruitment and appointment of University Librarian/College Librarian.

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 fulfilment 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) The candidates has presented at least two papers based on his/her Ph.D work in conference/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or may similar agency.

Desirable:

PG Diploma in Library Automation and Networking or equivalent.

Note:

i. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University Concerned.

ii. NET/SLET/SET shall not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

iii. All the candidates will be required to appear for the written examination to shortlist the candidates for direct recruitment of Librarian as per E.C. Resolution No. 44 & 45 dated 08.12.2022. the scheme of examination for the post of Librarian is enclosed.

iv. The final selection is based on the performance of the candidates in the interview.

Maximum Age Limit: As per University of Delhi/UGC norms.

SECTION OFFICER
Essential: Graduate from a recognized University. : Pay Level 7 as per 7th CPC

Desirable: 1. Diploma/Certificate of minimum 06 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 & Finance in a University/Research Institution/ Government Department/PSU.

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

SENIOR PERSONAL ASSISTANT
Essential: : Pay Level 7 as per 7th CPC

1. A Bachelor Degree from a recognized University.

2. At least 03 years of 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.

3. Skill test norms

(a) Dictation: 10 minutes at an average speed of 100 w.p.m.

(b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.

(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email 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.

Note:

1.The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized. 2.The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

3.Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

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

SENIOR TECHNICAL ASSISTANT (COMPUTER) : Pay Level 6 as per 7th CPC

Essential:

B.E./ B. Tech in Computer Science / Computer Engineering / Computer Technology / Information Technology / Electronics / Electrical / Electronics & Communications

OR

M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research / Educational institute or commercial/service industry establishment of repute.

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

Note: -All the direct recruits will be required to appear in a written/practical test to adjudge their professional/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.

SENIOR ASSISTANT : Pay Level 6 as per 7th CPC

Essential:

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

Note: 1. The incumbent is expected to work under the supervision of Section Officer or 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/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.

2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.

3. 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. Maximum

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

ASSISTANT : Pay Level 4 as per 7th CPC

Essential:

A Graduate from a recognized University in any discipline with good working knowledge of computers.

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

LIBRARY ATTENDANT

Essential: : **Pay Level 1 as per 7th CPC**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.

2. 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.

Note:

The incumbent is generally expected to undertake the following duties: -

1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc.

2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media.

3. Assist in Opening / Closing of the Library;

4. Managing the Check Point/ Property Counter;

5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library.

6. Arrangement of chairs, tables in respective units, sections and in the reading halls.

7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.

8. Library services for users with special needs.

9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags.

10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation;

11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places.

12. Searching out the damaged books and periodicals, mending them and preparing them for binding;

13. Pasting of bar code labels and magnetic strips on books, periodicals etc.

14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively.

15. Collection of parcels from Rail, Road and Air etc.

16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.)

17. Attending holiday and weekend and shift duties.

18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

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

****

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. CVS/2024/Non-Teaching/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 30.06.2024 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. As per directive of the University of Delhi Vide its OM No. Estab. IV/047/2016/01/RROM 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.

2. All the posts shall be filled as per the Recruitment Rules 2020 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.

3. As per approved PwD Roster the post of Librarian has been identified for LD 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.

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

Note: The PwD candidate can be from any reserved category (SC / ST / OBC / EWS) or unreserved category and will be placed in the appropriate category viz. SC / ST / OBC / UR / EWS in reservation roster for adjustment against current vacancies or in future.

5. 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.

6. 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.

7. 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.

8. 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.

9. The upper-age limit shall also be relaxable in respect of persons who are already working on contract / daily wages / ad-hoc 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.

10. The upper age limit for the posts advertised shall be determined as on the last date of online submission of applications, i.e. 30.06.2024.

11. Candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of submission of application, i.e. 30.06.2024.

12. 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.

13. Candidates belonging to SC / ST / OBC / PwBD 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 defence services should submit a certificate from a competent authority that they will be relieved from defence services.

14. 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.

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

16. 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.

17. 4% seats are reserved for PwBD category. The candidates applying under PwBD 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 VI / LD categories who suffer from not less than 40 percent of disability.

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

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

20. 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.

21. 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.

22. 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.

23. **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.**

24. 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.

25. 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.

26. **The post of Senior Technical Assistant under OBC expansion is subject to receiving approval from the UGC for filling up the said post.**

PRINCIPAL