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**: 20.05.2016 **Time**: 10.30 a.m.

**Junior Assistant - (Five)**
**(Three- UR, One-OB, One-SC)**

**Consolidated Salary**: Rs. 15,800/- 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.
- Should have qualified the written and typing test of the College.

**Tests to be conducted:**

a. (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).

b. Interview

**NOTE**
1. Two of the posts will be filled up with a candidate who has done B.Com. or related course i.e. having knowledge of Accounting.
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 interview.
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.