



# College of Vocational Studies

कॉलेज ऑफ वोकेशनल स्टडीज

(University of Delhi)

दिल्ली विश्वविद्यालय

Triveni, Sheikh Sarai – II, New Delhi – 110017

त्रिवेणी, शेख सराय - II, नई दिल्ली - 110017



Date: 07.02.2025

## NOTICE

### For the appointment of Instructor in the Department of Office Management & Secretarial Practice (OMSP) on Guest Basis.

Those candidates who have the below mentioned qualification for the post of Instructor may send their applications on email id [admin3@cvs.du.ac.in](mailto:admin3@cvs.du.ac.in) within a week w.e.f. today, i.e. upto 14.02.2025.

#### Essential Qualifications:

1. A Degree from a recognized University in any discipline with working knowledge of computers.
2. Diploma/Certificate of higher or lower grade in English Shorthand and Typewriting of an examination body other than UPSC.
3. Teaching experience in English Shorthand through common words: (b) Vertical, horizontal or higher frequency word pattern of teaching typewriting and (c) General English.
4. Retired teachers will also be considered for the appointments of Guest Faculty who are upto the age of 70 years.
5. Aptitude for teaching English Shorthand and Typewriting.
6. Minimum of 10 years "service as English Stenographer".

#### Desirable Qualification:

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

*Shiv Kumar Sahdev*  
(Prof. Shiv Kumar Sahdev)  
Principal

*Shiv Kumar Sahdev*

