



Vallabhbhai Patel Chest Institute

University of Delhi, Delhi-110 007

Tel.: 011-27402400, 27667102, Fax No.011-27666549

Website: www.vpci.org.in

Applications are invited for the following regular Non-Teaching posts in the pay scale mentioned below with usual allowances permissible as per the University of Delhi rules. The fee for each application is Rs. 500/- for UR/OBC/EWS candidates. No fee applicable for SC/ST/PwBD candidates.

DETAILS OF VACANCIES

S. No.	Name of the Post	No. of Post	Category						Scale of Pay	Age Limit as on last date of submission of application.
			UR	SC	ST	OBC	EWS	PwBD		
Ministerial										
1	Assistant Registrar	2	-	-	-	1	-	1 (VI [LV])	Level-10	35 years
2	Section Officer	1	-	-	1	-	-	-	Level-7	35 years
3	Senior Assistant	6	1	-	2	1	-	1 (VI [LV]) 1 (HI)	Level-6	30 years
4	Pharmacist	1	1	-	-	-	-	-	Level-5	30 years
5	Assistant	6	3	1	2	-	-	-	Level-4	30 years
6	Stenographer	10	4	1	-	3	1	1 (LD)	Level-4	27 years
7	Junior Assistant	13	4	-	2	3	1	1 (VI [LV]) 1 (LD) 1 (HI)	Level-2	27 years
8	Driver (Ordinary Grade)	2	1	-	-	1	-	-	Level-2	35 years
Technical										
9	Junior Engineer (Electrical)	1	-	-	-	1	-	-	Level-6	30 years
10	Senior Technical Assistant	4*	2	-	-	-	1	1(LD)	Level-6	30 years
11	Technical Assistant	10**	7	2	1	-	-	-	Level-5	30 years
12	Laboratory Assistant	1***	1	-	-	-	-	-	Level-4	30 years
13	Laboratory Attendant	8#	4	2	1	1	-	-	Level-1	30 years
Nursing										
14	Nursing Officer	5	1	2	1	1	-	-	Level-7	35 years
Library										
15	Library Attendant	1	-	-	-	1	-	-	Level- 1	30 years

*Animal House (1-UR), Physiology (1-LD), Refrigeration (1-UR), Stores (1-EWS)

**Biochemistry (UR-1), Microbiology (4-UR), Pathology (1-SC), Pharmacology (1-UR), Pulmonary Medicine (1-ST, UR-1), Radio-diagnosis (1-SC)

***Pharmacology (1-UR)

#Animal House (1-UR), Biochemistry (1-UR, 1-SC), Microbiology (1-OBC, UR-1), Pathology (1-UR), Pulmonary Medicine (1-SC, 1-ST)

Abbreviations: UR - Unreserved, SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Section, PwBD - Person with Benchmark Disability and LD - Locomotor disability including leprosy cured, dwarfism, acid attack victims and muscular dystrophy, VI - Visual Impairment, LV - Low vision, HI - Hearing Impairment.

Note:

- Those interested should apply on prescribed application form with a non-refundable fee of Rs.500/- (No fee in case of SC/ST/PwBD candidates) in the form of Nationalized Bank Demand Draft payable at Delhi & drawn in favour of 'Director, VPCI', in person/by registered post/by speed post on working days between 10:00 AM to 1:00 PM. The application form & other details can also be downloaded from our website www.vpci.org.in. The application form be submitted to the Joint Registrar, V.P. Chest Institute, University of Delhi, North Campus, Delhi-110007.
- The last dates for issue of application form and submission thereof duly completed in all respect is **30 days from the date of advertisement in the Employment News**. If 30th day falls on holiday, the next working day will be last date of issue/submission.
- Reservation and relaxation for SC/ST/OBC/Persons with Disabilities candidates as per rules. The reservation certificate should be in the prescribed format of the Government of India.
- Separate application is required for each post.
- All the above posts carry DA, HRA, TA etc. as admissible under the rules of the University of Delhi/Institute.
- The Institute reserves the right to increase/decrease or not to fill the above posts if the circumstances so warrant.
- Any addendum/dedendum/corrigendum shall be posted on the Institute's website only.

DIRECTOR
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DIRECTOR

4/11/2020

04/11/2020

04/11/2020



PART-1

General Instructions to applicants

1. A separate application form has to be submitted for each post. Application form available on the Institute's website i.e. www.vpci.org.in.
2. Before filling up the form, candidates are advised to carefully go through the advertisement available on the Institute website and confirm their eligibility with regard to qualification/experience/age etc., before submitting the application form.
3. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the Institute shall process the application entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate. Application received without complete information shall be rejected.
4. Candidates should possess the prescribed educational qualification and experience before filling the form or as on last date. 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 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.
5. As per directives 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.
6. All the posts except Nursing Officer will be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi from time to time. The post of Nursing Officer will be filled as per Recruitment Rules as approved by the Ministry of Health & Family Welfare, Government of India.
7. The upper age limit prescribed for direct recruitment shall be relaxable in case of candidates belonging to the reserved categories in accordance with the instructions received from the Government of India in this regard from time to time as applicable to Central Government establishments.
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 at least three years regular service in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities or their affiliated or constituent colleges/Public Sector Undertakings.
9. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/College(s).

The upper-age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its Colleges provided they have put in atleast one year of service.

(The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the Concerned College where the applicant has served.)

10. The applicants should not cross the upper age-limit on the date of advertisement even after relaxation in upper age-limit as per rules.
11. For Direct Recruitment wherever a percentage has been prescribed for the minimum qualifying education qualification in these rules, there will be a relaxation of 5% for the applicants belonging to the various designated reserved categories in accordance with the instructions received from the Government of India/University Grants Commission in this regard from time to time.
12. Residuary matters: In regard to matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the Act, Statues, Ordinances, Executive Council Decisions/Regulations and other orders issued by the Government of India from time to time.
13. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of examination, if not submitted the application earlier. The NOC should also indicate the vigilance clearance from the parent departments.
14. Applications fees and application form(s) are to be submitted as per details given below:
 - Fees Rs.500/- in the form of nationalized bank demand draft payable at Delhi & drawn favour of "Director, VPCI".
 - No fee for SC/ST/PwBD Candidates
 - Fees once paid will not be refunded under any circumstances.
 - Applicants applying for more than one post/department must apply separately and pay fees separately.

15. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer) and Persons with Benchmark Disability (PwBD) categories will be applicable as per Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must submit the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms, The Certificate submitted should be in the format prescribed by the Union Government.

In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.

Applicants applying for the post(s) reserved for OBC must submit certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

16. Applications in prescribed format only will be accepted.

17. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the Institute shall process the applications entirely on the basis of information/documents submitted with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
18. Applicants are advised to ensure that they fulfill the eligibility criteria as mentioned in detail specification before applying to the post.
19. Applicants should have fulfilled the minimum eligibility such as education, experience & research publications on the date of submission of application.
20. Canvassing in any form will be treated as disqualification.
21. Applications which do not meet the criteria given in the advertisement and/or incomplete application are liable to be summarily rejected at any stage.
22. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application are self-certified copies/testimonials.
23. The numbers and nature of posts advertised may increase or decrease/vary and the Institute reserves the right to fill or not to fill up some or all the posts advertised, if the circumstances so warrant.
24. The Institute reserved the right to withdraw any advertised post(s) at any time without giving any reason.
25. The Institute shall not be responsible for any delay/loss due to postal or technical reasons.
26. Candidates called for written test & skill test shall do so at their own expenses. No TA/DA shall be paid.
27. There will be reservation of 4% for Persons with Disability Candidates.
28. Candidates already working are required to submit "No Objection Certificate" along with application.
29. Applications, received after the stipulated time, will not be entertained under any circumstances.
30. The application form with Admit Card duly filled by candidate along with the self-attested copies of all testimonials must reach to the Joint Registrar, Vallabhbai Patel Chest Institute, University of Delhi within 30 days from the date of publications of the advertisement in the Employment News. If 30th day falls on holiday, the next working day will be last of issue/submission.
31. The Institute reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
32. Any consequential vacancies arising at the time of finalization may also be filled up from the available shortlisted candidates.
33. The Institute will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the Institute.

34. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the Institute reserves right to modify/withdraw/cancel any communication made to the applicant.
35. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
36. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.

DIRECTOR

PART – II**ELIGIBILITY CONDITIONS AS PER UNIVERSITY OF DELHI / UGC RULES AND REGULATIONS**

Name of the Post: Assistant Registrar

Scale of Pay: Pay Level - 10

Age Limit for Direct Recruitment: 35 years

Educational & other qualifications:

Essential: Good academic record with Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

- Desirable:**
1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a Government Department/University/Educational or Research Institution/Teaching and/or Research Experience along with proven administrative capabilities.
 2. LL.B. or MBA or CA/ICWA or MCA or M.Phil/Ph.D. qualification.

NOTE:

1. All the direct recruits should possess working knowledge of computers.

Board Duties and Responsibilities:

The incumbent should possess good communication, analytical, administrative and managerial skill and aptitude for drafting/noting in English. Should be able to coordinate/liaise with other divisions/departments and participate in discussion with senior functionaries and academicians to express free and frank opinion on the issues.

The incumbent may be required to head independently one or more branches and functions related to Educational Administration/Examination/General Administration/Purchase/ Establishment & personnel matters/Accounts and Finance/Pension/Project Management/Human Resource/Legal/Estate matters/Security/Building and Works Services/RTI/Public Grievances/Students Support System and duties of DDO/Estate Officer and similar duties and to ensure compliance of relevant rules.

In Colleges/Institutes: The incumbents shall be required to render necessary aid to the Principal of the College for its smooth functioning; to participate in discussion on agenda points/to provide inputs on rules/facts of the case if so asked for; to be responsible for circulation, care, custody and maintenance of agenda papers and resolutions for a period as specified in retentions schedule.

To undertake all duties and responsibilities of Head of the Office and to ensure proper care custody and maintenance of office records, seal, Personal Files, Service Book of employees; to represent the College/Institutes before Courts/Commissions/Tribunals, statutory bodies and other constitutional authorities in the interest of the institute; to assist college committees dealing with aforementioned matters, viz. Admission Committee, Workload Committee, Purchase Committee, Building Committee Canteen Committee, Disciplinary Committee, etc.

Name of the Post: Section Officer

Scale of Pay: Pay Level - 07

Age Limit for Direct Recruitment: 35 years

Educational & other qualifications:

Essential: Graduate from a recognized University.

- Desirable:**
1. Diploma / Certificate of minimum 6 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.

Name of the Post: Senior Assistant

Scale of Pay: Pay Level - 06

Age Limit for Direct Recruitment: 30 years

Educational & other qualifications:

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 Examination. 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.

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Name of the Post: Pharmacist

Scale of Pay: Pay Level - 5

Age Limit for Direct Recruitment: 30 years

Educational & other Qualifications:

- Essential:**
1. Bachelor's Degree in Pharmacy from a recognized institution.
OR
10+2 plus 02 years Diploma in Pharmacy.
 2. Should be registered with State Pharmacy Council.

Name of the Post: Assistant

Scale of Pay: Pay Level - 04

Age Limit for Direct Recruitment: 30 years

Educational & other qualifications:

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

Name of the Post: Stenographer

Scale of Pay: Pay Level – 04

Age Limit for Direct Recruitment: 27 years

Educational & other qualifications:

- Essential:**
1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination.
 2. Shorthand speed of 80 words per minutes and typing speed of 35 words per minute in English
- Or
- Shorthand speed of 60 words per minutes and typing speed of 30 words per minute in Hindi.

- Desirable:**
1. Knowledge of Computers.
 2. Diploma in Computers and/or Office Management and Secretariat Practice.

NOTE:

1. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period.
2. Based on the requirement of posts, the University shall conduct its own recruitment test or alternatively seek nomination from the Staff Selection Committee for each recruitment year. In case the University seeks nomination from SSC, the same qualification for similar posts prescribed by the Govt. of India shall apply.

Name of the Post: Junior Assistant

Scale of Pay: Pay Level – 02

Age Limit for Direct Recruitment: 27 years

Educational & other qualifications:

- Essential:**
1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
 2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

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Name of the Post: Driver (Ordinary Grade)

Scale of Pay: Pay Level – 02

Age Limit for Direct Recruitment: 35 years

Educational & other qualifications:

- Essential:**
1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board/University/Institution
OR
A Graduate from a recognized University.
 2. Possession of a valid driving license of the motor vehicle, knowledge of motor mechanisms (The candidate should be able to remove minor-defects in vehicle).
 3. Experience of driving a motor vehicle for at least 03 years.
- Desirable:** Possessing a valid license from heavy vehicles.

Name of the Post: Junior Engineer (Electrical)

Scale of Pay: Pay Level - 06

Age Limit for Direct Recruitment: 30 years

Educational Qualifications:

- Essential:**
1. Degree/Diploma in Electrical Engineering of a recognized University/Institute.
 2. At least two years of experience as Junior Engineer or Works Assistant/Electrician in a University/Research Institution/PSU engaged in construction activities/private organization of repute.

Desirable: Degree in relevant branch of Engineering.

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Name of the Post: Senior Technical Assistant

Scale of Pay: Pay Level – 06

Age Limit for Direct Recruitment: 30 years

Educational Qualifications:

Essential:

A Postgraduate degree/B.E./B.Tech in the relevant subject.

OR

A Bachelor degree in the relevant subject with 02 years of experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/Central Government.

OR

3 years Diploma in relevant subject with 05 years' experience in laboratory of a University or a College / R&D Institution under State/Central Government.

Name of the Post: Technical Assistant

Scale of Pay: Pay Level – 05

Age Limit for Direct Recruitment: 30 years

Educational & other qualifications:

Essential: Bachelor degree having studied relevant subjects with 02 years of experience in the relevant field.
OR
Post Graduate degree in relevant subject or B.E./B.Tech. in relevant subject.
OR
Three years Diploma in relevant subject from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

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Name of the Post: Laboratory Assistant

Scale of Pay: Pay Level - 04

Age Limit for Direct Recruitment: 30 years

Educational & other qualifications:

Essential: Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject

OR

Graduate with relevant subject.

Name of the Post: Laboratory Attendant

Scale of Pay: Pay Level – 01

Age Limit for Direct Recruitment: 30 years

Educational & other qualifications:

Essential: Should have passed 10th or an equivalent examination with science subject from recognized board.

NOTE: The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

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

- (i) Assisting in opening and closing of the premises.
- (ii) Mannig the entry points/check points/property counter of the laboratory.
- (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.
- (iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office.
- (v) Shelving instruments, Books, documents, displays etc. and arranging items in designated places.
- (vi) Assisting in stock verification, searching equipment, documents, etc.
- (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc.
- (viii) Preparation of documents (including typing and formatting) using computer.
- (ix) Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.)
- (x) Participating in examination related duties.
- (xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned Incharge/concerned faculty member.
- (xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure.
- (xiii) Undergoing inhouse/central training for laboratory/office works as per the instructions.
- (xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university.
- (xv) Maintaining the safety and security of the laboratory/office.
- (xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, Dispatch etc.)
- (xvii) Attending holiday, weekend and shift duties as per the instructions.
- (xviii) All other such jobs and duties as the case may be that are assigned from time to time.

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Name of the Post: Nursing Officer

Scale of Pay: Pay Level – 07

Age Limit for Direct Recruitment: Upto 35 years

Educational & other qualifications:

Essential:

- (A) (I) B.Sc. (Hons.) in Nursing from a recognized University or Institute;
Or
Regular course in B.Sc. Nursing from a recognized University or Institute;
Or
Post Basic B.Sc. (Nursing) from recognized University or Institute.
- (II) Registered as Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council;
Or
- (B) (I) Diploma in General Nursing and midwifery from a recognized Board or Council;
(II) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council; and
(III) One year experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned at B (I) above.

Note 1: Qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the competent authority for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Name of the Post: Library Attendant

Scale of Pay: Pay Level – 01

Age Limit for Direct Recruitment: 30 years

Educational Qualifications:

- Essential:**
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. Manning 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 as may be assigned from time to time even in other spheres of functioning of the institution concerned.



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Appendix-4 to the Schedule

Scheme of Examination for the posts included in the Schedule (As applicable).

(The tests as indicated in the Scheme of Examination detailed below may be computer based or otherwise. For Computer based tests, the candidates will be required to mark/type their responses including that for the descriptive papers on the computer).

4.1 Scheme of Examination for Assistant Registrar/Assistant Controller of Examination/ Administrative Officer:

4.1.1. Scheme of Examination for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

The following shall be the Scheme of Examination, components of written test, personality test and its syllabus for recruitment to the post of Assistant Registrar/Assistant Controller of Examination/ Administrative Officer by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
MCQ Type (150 questions) Paper I	Time:2 hours*	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type Paper II	Time: 2 hours*	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

II. Components of Written Test:

COMPONENTS		Duration: 2 hours each	
		NO. OF QUESTIONS	MARKS
Paper I	Test of General Studies	150	150
Paper II	Educational Administration and Management	--	150
TOTAL			300



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III. Syllabus:

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Paper II: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.



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IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for shortlisting the candidates for Interview.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II and Personality Test/Interview separately. The Merit list shall be drawn on the basis of combined scores of both the papers and interview. However, the candidate must score at least 50% in Personality Test/Interview.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3 Ministerial Posts:

4.3.1 Scheme of Examination for Direct Recruitment to the post of Section Officer

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200



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C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) **Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction	25 marks (200 words)



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would be sought on a given situation test case	
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.2 Scheme of Examination for Direct Recruitment to the post of Senior Assistant

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type	Time: 2 hours*	Max. marks: 300 marks (150 questions)
Paper-II Descriptive Type	Time: 3 hours*	Max. marks: 200 marks
Total Marks		500 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
	TOTAL	150	300

Paper-II	TEST COMPONENTS	DURATION: 3hours
		MARKS
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be



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designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)



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Note:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Papers I and II separately. The Merit list shall be drawn on the basis of combined scores of both the papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8.3 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 05), for example Statistical Assistant, Hindi Assistant, Assistant Archivist, Sports Coach, Geologist, Mechanic, Protectionist, Instrument Mechanic, Glass Blower, Mechanic – V, Sr. Instrument Mechanic/Maker, Technician – V, Draftsman, Pharmacist, Mast Mechanic, etc

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of Graduation.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Note:

- The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
- The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
- The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
- There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
- Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
- In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.3. Scheme of Examination for Direct Recruitment to the post of Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Assistant by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max. marks allowed:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	2 hours*	150
Total Marks			450

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	30	60
(ii)	Reasoning ability	40	80
(iii)	Mathematical ability	40	80
(iv)	Test of Language English or Hindi	40	80
TOTAL		150	300

Paper-II	TEST COMPONENTS	DURATION: 2 hours	
		MARKS	
Descriptive Type		150	
TOTAL		150	

C. Syllabus:

Paper - I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its



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neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) Test of English or Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
Basic knowledge of the administration in institutions of Higher Education	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Knowledge and application of Office Procedures, Rules & Regulations	30 marks (3 questions x 10 marks) Each question to be answered in 100 words
English/Hindi with special reference to skill in noting/drafting	20 marks (2 questions x 10 marks) Each question to be answered in 100 words
Situation Test essay, where the candidate's reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/ examination which is defined as the minimum eligibility for the respective post.



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3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PWBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify both the Paper I and Paper II separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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- 4.8.2 Scheme of Examination for Direct Recruitment for **Miscellaneous Posts not included above in Group 'C' (Level 04), for example: Stenographer, Senior Garden Chowdhary, Proof Reader, Store Assistant, Electrician, Sanitary Inspector, Calligraphist, Technician VI, Program Assistant, Storekeeper, Junior Mechanic, Salesman etc.**

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 12 th Class/ Senior Secondary.	Time: 3 hours*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.3.4 Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension test	1.5 hour	100
Total Marks			300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
TOTAL		200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour	
		MARKS	
	Essay, comprehension & letter writing	100	
TOTAL		100	

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*



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* PwBD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

C. Syllabus:

Paper I:

(i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(iv) **Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II:

Essay, comprehension & letter writing: This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.



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2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{\text{th}}$ of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.8 Miscellaneous Posts not covered above:

4.8.1 Scheme of Examination for Direct Recruitment for Miscellaneous Posts not included above in Group 'C' (Level 01, Level 02, Level 03), for example Garden Chowdhary, Work Assistant, Machine Operator, Technician VII, Wireman, Pipelitter, Meter Reader, Work Docker, Clerk, Carpenter, Assistant Store Keeper, Telephone Operator, Receptionist, Driver, Dispatch Rider, Caretaker, Junior Mechanic, Assistant Wireman, Assistant Mason, Assistant Pipelitter, Assistant Pump Operator, Balvadi Teacher, Cook, Halwai, Counter Clerk, Senior Program Attendant, Urdu Typist, Binder Grade II, etc.
This will not be applicable to posts which have been marked for outsourcing by the university.

Scheme of Examination:

Objective Type (Paper I) Multiple Choice Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of 10 th Class/Secondary.	Time: 3 hrs.*	Max. Marks: 300 marks (150 questions)
Skill Assessment Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks		300

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify for Paper I and Skill Test separately. The Merit list shall be drawn on the basis of scores of Paper I only.



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6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.6.4 Scheme of Examination for Direct Recruitment to the post of Junior Engineer (Electrical)

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Junior Engineer (Electrical)** by the direct recruitment:

A. Scheme of the Examination:

Written Test		
Paper – I MCQ Type (Questions will be of Diploma or equivalent level)	Time: 1 hours*	Max. marks allowed: 100 marks
Paper-II Descriptive Type (Questions will be of Diploma or equivalent level)	Time: 2 hours*	Max. marks Allowed: 100 marks
Total Marks		200 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Syllabus for the above papers will be as follows:

1. Electrical Circuits

KVL, KCL, node and mesh analysis, star/delta transformation, electromagnetic induction, mutual induction, ac fundamentals, transient response of dc and ac networks, sinusoidal steady state analysis, resonance ideal current and voltage sources, Network theorems, two-port networks, three phase circuits, power measurement in 3-phase circuits.

2. Electrical Measurements

Bridges and potentiometers, PMMC, moving coil, moving iron, dynamometer, induction type measuring instruments, measurement of voltage, current, power, energy, power factor, digital voltmeters, phase, frequency measurements, Q-meters, oscilloscopes

3. Control Systems

Principles of feedback control systems, transfer function, block diagram reduction, signal flow graph, Mason's, gain formula, time response, steady state error, Routh, Nyquist criterion, Bode plot, root locus, compensation design



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4. Analog and digital electronics

Characteristics of p-n diode, Zener diode, BJT, FET, amplifiers, biasing, low frequency and high frequency equivalent circuits, frequency response, feedback amplifiers, oscillators, combinational and sequential logic circuits, multiplexer, Schmitt trigger, A/D, D/A converters, basic of 8-bit, 16 bit microprocessors, architecture, programming, interfacing

5. Electrical Machines

Single phase transformer, equivalent circuit, phasor diagram, tests, regulation, efficiency, 3-phase transformers, connections, parallel operation, auto transformer, DC machines: types, armature windings, characteristics of dc generators and motors, armature reaction, commutation, starting and speed control of dc motors

3-phase induction motors: principle of operation, types of characteristics, computation of performance, equivalent circuit, starting and speed control

Single phase induction motors: types, methods of starting, characteristics

Synchronous Machines: emf equation, armature reaction, equivalent circuit, regulation, parallel operation, load sharing, operation with infinite busbars, synchronous motor, synchronous condenser, V and Inverted V curves

6. Power Systems

Basic power generation concepts, transmission line models and performance, Under- ground cables, string insulators, corona, distribution systems, per unit quantities, bus impedance and admittance matrices, load flow studies, voltage control, power factor correction, economic operation, symmetrical components, fault analysis, principles of over current, differential, and distance protection, protection of alternators, protection of transformers, protection of transmission lines, protection from lightning, neutral grounding, circuit breakers, types and operation of CBs, system stability concept, swing curves, equal area criterion

7. Utilization

Electric heating, resistance heating, induction heating, dielectric heating, Electric traction, lighting calculation, types of lamps and their working

8. Power Electronics and Drives

SCR, IGBT, MOSFET, Static and dynamic characteristics, triggering circuits, phase control rectifier, bridge rectifiers, principles of dc-dc converters, inverters, basic principles and characteristics of adjustable speed dc and ac drives



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Note:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
2. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
3. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
4. The question paper shall be in English but the applicant will have the option to respond either in English or Hindi. However, the same medium of language must be used throughout.
5. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, if any, separately. The Merit list shall be drawn on the basis of combined scores of the two papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4. Technical Posts:

4.4.1 Scheme of Examination for Direct Recruitment for the post of SENIOR TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of SENIOR TECHNICAL ASSISTANT

A. Scheme of Examination:

Paper -I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General science	60	120
(ii)	General awareness	20	40
(iii)	Reasoning ability	20	40



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(iv)	Mathematical ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) General science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Senior Technical Assistant (Computer) the questions may be based on computer science and computer applications.

(ii) General awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.

The paper will cover the following areas:

Topic	Marks allocated
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- Subject specific laboratory based practical questions
- Knowledge of Computers with special reference to knowledge of word processing, data analysis packages

Section 1 - MCQ
100 marks (50 questions)
Section 2 – Descriptive
50 marks (5 questions)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of examination/degree/diploma which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4.2 Scheme of Examination for Direct Recruitment for the post of TECHNICAL ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus etc. for the post of TECHNICAL ASSISTANT

A. Scheme of Examination:

Written Test		
Paper -I (MCQ) Test of General Science and awareness (Level-Post graduate)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify, the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Arithmetical & Numerical Ability	30	60



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(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Technical Assistant (Computer) the questions may be based on computer science and computer applications.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of Language English or Test of Language Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.

Topic	Marks allocated
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<ul style="list-style-type: none"> • Subject specific laboratory based practical questions • Knowledge of Computers with special reference to knowledge of word processing, data analysis packages 	<p>Section 1 - MCQ 100 marks (50 questions)</p> <p>Section 2 – Descriptive 50 marks (5 questions)</p>
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D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if, the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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6.4.3 Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of LABORATORY ASSISTANT

A. Scheme of Examination:

Written Test		
Paper – I (MCQ) General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40



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(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus for Paper I:

(i) General Science: Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

C. Paper - II: Subject specific laboratory based practical questions.
The paper will cover the following areas:

Topic	Marks allocated
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- Subject specific laboratory based practical questions
- Knowledge of Computers with special reference to knowledge of word processing, data analysis packages

Section 1 - MCQ
100 marks (50 questions)
Section 2 – Descriptive
50 marks (5 questions)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



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4.4.4 Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ATTENDANT**

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	TOTAL	150	300

B. Detailed Syllabus:

(i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.

For Computer Laboratory Attendant the questions may be based on computer science and computer applications.



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(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.



वल्लभभाई पटेल चेस्ट संस्थान
Vallabhbai Patel Chest Institute
दिल्ली विश्वविद्यालय
University of Delhi

- 4.8.4 Scheme of Examination for Direct Recruitment for ~~Miscellaneous Posts not included above in Group 'B' (Non Gazette) level (Level 06, Level 07), for example Assistant Manager (Guest House), Security Officer, Assistant Security Officer, Hindi Translator, Legal Assistant, Personal Assistant, Console Operator, Assistant Electronic Engineer, Workshop Technician, Network & System Operator, Physiotherapist, Technician, Social Worker, Draftsman Grade -I, Nurse, X-Ray Technician, Horticulturist, etc.~~ Nursing Officer

A. Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
Paper-I	MCQ Type	2 hours*	300 marks (150 questions)
Paper-II	Descriptive Type	3 hours*	200 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
Total Marks			500

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
TOTAL		150	300



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Paper-II	TEST COMPONENTS	DURATION: 3 hours
		MARKS
	Descriptive Type	200
	TOTAL	200

C. Syllabus:

Paper - I:

(i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.

(ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) **Test of English/Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.



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Paper - II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Topic	Marks allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10 questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.



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7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.





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4.5.4 Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
Total Marks		300 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	TOTAL	150	300

B. Detailed Syllabus:

(i) Library Aptitude: Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.



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(iii) Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of 1/4th of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

APPLICATION FORM

VALLABHBHAI PATEL CHEST INSTITUTE

UNIVERSITY OF DELHI

DELHI-110 007

Website: www.vpci.org.in

**Form
No.**

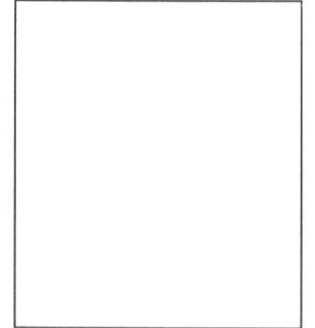
Application Form for the Post of _____

DD No. _____ Dated _____ Fee _____

Issuing Bank _____

In favour of _____

1. Name (in BLOCK LETTERS)
2. Father's / Husband's Name
3. (i) Date of Birth (in figures)
(ii) Age Years
4. (i) Nationality (ii) Gender (iii) Marital Status
5. (a) Post held if any at the time of sending the application, date of appointment (whether permanent, on contract etc.)
(b) Name of Employing authority
6. Do you belong to Scheduled Caste / Scheduled Tribe/OBC/PwBD? (Please tick)
(If yes, Please attach certificate)
7. Address at which reply to this application, (if any, may be sent)



Postal Address	Permanent Address

Email ID:-.....

Applicant Mobile No.....

8. Academic Qualifications :-

Examination	Year	Subject	Division	% of marks obtained	School / College attended	Name of Board/ University
Other Distinctions, if any						

9. Technical Qualification :
 Computer Knowledge, if any :
 Typing Speed :

10. Experience :-

Name of the Institution/Organization	Designation & Scale of Pay	Period	Remarks

Note:

- 10. Self-attested copies of Certificates, Mark-sheets, etc., and should be attached with the application and the originals must be produced at the time of joining, if selected.
- 11. Except where otherwise indicated, applicants appearing for test/skill test shall do so at their own expense.
- 12. Applicants who are in employment should send their application through proper channel.

Declaration

I declare that all the statement made in this application are true to the best of my knowledge and belief.

(Signature of Applicant)

11. Forwarded with the remarks that the facts stated in the above have been verified and found correct and this Institution / Organization has no objection to the candidature of the applicant being considered for the post.

Designation
 Address

Signature
 Head of the Institution / Organization
 (with seal)

Dated

Telephone No.

12. List of Enclosures (Please indicate total number of enclosures):

- 1.
- 2.
- 3.
- 4.

VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI-110 007
ADMIT CARD

Written Test for the Post of _____
 (to be filled by the candidate)

Roll No.....
Date of Examination.....
Address of Centre:

--

(For Office Use)

PARTICULARS OF CANDIDATE

Name of Candidate	:
Father's Name	:
Category	:
Email ID	:
Address of Candidate	:
	

.....
Signature of Candidate

.....
Joint Registrar

INSTRUCTION TO CANDIDATE FOR APPEARING THE WRITTEN TEST

1. On the basis of information supplied by you in the application form and the documents annexed with the application form you are provisionally allowed to appear in the written test as per schedule (Placed on Institute website). You are required to bring with you an ID-Card to establish your Identity. Mere appearing in the written test does not constitute any offer for employment your candidature is provisional and if it found, even after written test, that you are not eligible for this post, your candidature would be cancelled.
2. Reporting time at examination centre will be half an hour before the commencement of examination last entry in examination centre 10 minutes prior to commencement of examination.
3. Watches calculators, Mobiles Phones, Log Tables, Electronic Gadgets with or without Built-in calculators, Blank or printer paper, written chits etc., are not allowed in the examination hall. Even possession and not necessarily use, will be treated as use of unfair means.
4. No candidates will be allowed to leave the examination hall without handing over his Question Booklet and Answer Sheet copy to the invigilator on duty.
5. Candidate should read the instruction given on Question Booklet as well as Answer Sheet very carefully before giving answer.
6. The Candidate has to show his Admit Card to the invigilator and other college officials as and when required.
7. Candidate without Admit Card or with Admit Card having Disfigured, Spoiled or Distorted Photograph shall not be allowed to appear for the examination.
8. If a candidate is found using any kind of unfair means his/her result will be cancelled and he/she may also be Disqualified in addition to other legal action.
9. 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 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.
10. Candidate should regularly check the college website www.vpci.org.in for further information and updation.