



**VALLABHBHAI PATEL CHEST INSTITUTE**  
**UNIVERSITY OF DELHI**  
PO Box No. 2101, Delhi-110 007

Ref.No.VPCI/Admn.II/LDE/Ministerial/2022/1145

21 September, 2022

**NOTIFICATION**  
**Limited Departmental Examination (LDE)**

Applications are invited for the following posts to be filled through Limited Departmental Examination (LDE):

- (a) **Section Officer** (Pay Matrix Level-7) [UR-01]
- (b) **Senior Assistant** (Pay Matrix Level-6) [UR-02]
- (c) **Assistant** (Pay Matrix Level-4) [UR-01]
- (d) **Junior Assistant** (Pay Matrix Level-2) [UR-02, PwBD-01, SC-01]

**Eligibility criteria** in terms of Recruitment Rules (Non-Teaching Employees), 2020:

- (a) **Senior Assistant/Personal Assistant** (Pay Matrix Level-6) who have completed 3 years of regular services as on 01.01.2022 are eligible for the post of Section Officer.
- (b) **Assistant** (Pay Matrix Level-4) who have completed 3 years of regular services as on 01.01.2022 are eligible for the post of Senior Assistant.
- (c) **Junior Assistant** (Pay Matrix Level-2) who have completed 3 years of regular services as on 01.01.2022 are eligible for the post of Assistant.
- (d) **Multi Tasking Staff** - Office Attendant, Daftri (erstwhile **Matriculate** Group 'D' employees) who have completed 3 years of regular services as on 01.01.22 are eligible for the post of Junior Assistant.

All the employees fulfilling the prescribed eligibility criteria as above may apply to the Deputy Registrar, V.P. Chest Institute, University of Delhi, Delhi-110 007 in the attached application form latest by **30.09.2022**.

The date of the written/skill test will be announced in the due course of time.

**Scheme of Examinations:**

(A) **Section Officer:**

- |  |                       |           |         |
|--|-----------------------|-----------|---------|
| (i) Basic knowledge of Constitution of India and Delhi University Act, Statutes, Ordinance, Regulations and other attendant matters etc. | 30 Marks              |           |         |
| (ii) Knowledge and application of Office Procedure, Rules & Regulations relevant to the University System                                | 100 Marks<br>40 Marks |           |         |
| (iii) Skill in noting & drafting   |                       |           |         |
| (iv) Knowledge of Computers with special reference to knowledge of word processing, data analysis packages                               | 30 Marks              | 200 Marks | 2 Hours |

(B) **Senior Assistant:**

- |  |                       |           |         |
|--|-----------------------|-----------|---------|
| (i) Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters | 30 Marks              |           |         |
| (ii) Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system                           | 100 Marks<br>40 Marks |           |         |
| (iii) Skill in noting and drafting   |                       |           |         |
| (iv) Knowledge of Computers with special reference to knowledge of word processing, data analysis packages                           | 30 Marks              | 200 Marks | 2 Hours |

(C) **Assistant:**

- |  |                       |           |         |
|--|-----------------------|-----------|---------|
| (i) Basic Knowledge of Constitution of India and Delhi University Act, Statutes, Ordinances, Regulations and other attendant matters | 30 Marks              |           |         |
| (ii) Knowledge and application of Office Procedures, Rules & Regulations relevant to the University system                           | 100 Marks<br>40 Marks |           |         |
| (iii) Skill in noting and drafting   |                       |           |         |
| (iv) Knowledge of Computers with special reference to knowledge of word processing, data analysis packages                           | 30 Marks              | 200 Marks | 2 Hours |

(D) **Junior Assistant**

**Paper-I (MCQ Type – 100 Marks)**

- |  |          |           |         |
|--|----------|-----------|---------|
| (i) General Awareness including Numerical Ability  | 20 Marks |           |         |
| (ii) Basic Knowledge of Constitution of India, Delhi University Act, Statutes, Ordinance | 20 Marks |           |         |
| (iii) Application of Office Procedures, Rules & Regulations                              | 20 Marks |           |         |
| (iv) Skill in noting and drafting  | 20 Marks | 100 Marks | 2 Hours |
| (v) General English and Hindi  | 20 Marks | 100 Marks | 1 Hour  |

**Paper-II - Essay in English or Hindi**

**Skill Test** (on spot typing test\*): Qualifying speed shall be 30 words per minute, which will be tested on a computer (PC).  
\*PwBD candidates for whom complete exemption from type test is provided as per guidelines issued by Central Government will be exempt from the skill test.

**Note:** The terms and conditions will be as per DU's Recruitment Rules 2020.

Deputy Registrar

**VALLABHBHAI PATEL CHEST INSTITUTE  
UNIVERSITY OF DELHI  
DELHI-110 007**

**APPLICATION FOR PROMOTION THROUGH LIMITED DEPARTMENTAL EXAMINATION (LDE) TO THE  
POST OF SECTION OFFICER / SENIOR ASSISTANT / ASSISTANT / JUNIOR ASSISTANT**

1. Name of the Candidate (in block letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Whether belongs to SC/ST/OBC/PwD : \_\_\_\_\_
4. Present Designation : \_\_\_\_\_
5. Date of joining the post of Multi-Tasking Staff  
(erstwhile group D employees)/ Junior Assistant/  
Assistant / Senior Assistant : \_\_\_\_\_

6. Educational Qualification:

S. No.	Examination	Year	Subjects	Div.	% of Marks Obtained	Name of Board/University
1.						
2.						
3.						
4.						

7. Present place of work : \_\_\_\_\_
8. Present Scale of Pay : \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)

The application of \_\_\_\_\_, who is working as Multi-Tasking Staff (erstwhile group D employees) / Junior Assistant / Assistant / Senior Assistant / Section Officer / Private Secretary in this Section/Department, is forwarded for consideration.

Date: \_\_\_\_\_

(Signature)  
Head of the Department/Section