



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

Website: www.vpci.org.in

Dated: 16th September, 2020

CORRIGENDUM

Reference the advertisement no. davp 17169/11/0005/2021 published in the Hindustan Times on 10.08.2020 and Employment News on 15-21 August, 2020 inviting applications for filling up the following posts on Deputation basis and extended the last date of submission of application upto 15.09.2020 vide VPCI 's corrigendum dated 31.08.2020:

1. Deputy Registrar in Pay Matrix Level-12 (01 Post)
2. Private Secretary in Pay Matrix Level-7 (01 Post)

The last date of submission of applications is further extended for 15 days i.e. upto **30th September, 2020** (Wednesday).

The candidate who has already applied with reference to the above advertisement need not to apply again.

The requirements of academic qualification, experience and terms & conditions remain unchanged.

DIRECTOR



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

Website: www.vpci.org.in

Dated: 31st August, 2020

CORRIGENDUM

Reference the advertisement no. davp 17169/11/0005/2021 published in the Hindustan Times on 10.08.2020 and Employment News on 15-21 August, 2020 inviting applications for filling up the following posts on Deputation basis:

1. Deputy Registrar in Pay Matrix Level-12 (01 Post)
2. Private Secretary in Pay Matrix Level-7 (01 Post)

The last date of submission of applications is extended upto **15th September, 2020** (Tuesday).

The candidate who has already applied with reference to the above advertisement need not to apply again.

The requirements of academic qualification, experience and terms & conditions remain unchanged.

DIRECTOR

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31/8/2020



Vallabhbhai Patel Chest Institute

University of Delhi, Delhi-110007

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

Applications are invited in the prescribed Application Form from eligible candidates for appointment to the following posts on **Deputation Basis**:

1. Deputy Registrar in Pay Matrix Level-12 (01 Post)
2. Private Secretary in Pay Matrix Level-7 (01 Post)

The last date for receipt of application is 31.08.2020 or within two weeks from the date of publication of the advertisement in the Employment News, whichever is later. For details, please visit Institute's website: www.vpci.org.in. Any further addendum/ corrigendum shall be hosted on the Institute's website only.

davp 17169/11/0005/2021

Director

EN 14/10

HINDUSTAN TIMES, NEW DELHI
MONDAY, AUGUST 10, 2020



VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi, Delhi-110007

Tel No. 011-27402400, 27667102

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davp 17169/11/0005/2021

Director



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

Tel.: 011-27402400, Fax No.011-27666549
Website: www.vpci.org.in

Applications are invited in the prescribed Application Form from eligible candidates for appointment to the following posts on Deputation Basis:

1. Deputy Registrar in Pay Matrix Level-12 (01 Post)
2. Private Secretary in Pay Matrix Level-7 (01 Post)

The last date for receipt of application is **31.08.2020** or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.

Requirements:

Deputy Registrar:

Essential

1. A Post Graduate degree with atleast 55% marks or its equivalent grade (5% relaxation in marks for SC/ST category).
2. At least 5 years' experience as a Lecturer in a college of a university with experience in educational administration.

Or

Comparable experience in Research Establishments and other Institutions of Higher Learning.

Or

At least 5 years administrative experience as Assistant Registrar or in a post carrying a scale of Rs.8000-275-13500/- (revised in PB3: Rs.15600-39100+GP Rs.5400 in 6th CPC / Pay matrix level-10 in 7th CPC)

Desirable

1. Experience in University administration and familiarity with the working of university bodies and institutions.
2. Thorough knowledge of service matters of accounts/budget or conduct of examinations.
3. MBA/PG Diploma in Management or LL.B or CA/ICWA or MCA or M.Phil/Ph.D. qualification.

Private Secretary:

Officers working in analogous post in the pay scale of Level-6 in VII CPC (pre-revised PB2: Rs.9300-34800+GP Rs.4200 in VI CPC or Pay Scale of Rs.6500-10500 in V CPC) or equivalent with atleast 2 years of regular service **OR**

Personal Assistant or Stenographers working in the pay scale of Level-6 in VII CPC (pre-revised PB2: Rs.9300-34800+GP Rs.4200 in VI CPC or Pay scale of Rs.5000-8000/5500-9000 in V CPC) or equivalent with atleast 5 years of regular service in Central Government department/Statutory or Autonomous bodies or Universities or Institution of Higher Learning.

- Note:**
1. The initial appointment is for one year, which may be extended further as per requirement.
 2. The VPCI may conduct interactive/assessment, if required.

DIRECTOR

[Handwritten Signature]
Consultant

[Handwritten Signature]
14/7/2020

General Instructions for all Candidates

- i. **Age limit:** The maximum age limit shall not exceed 55 years as on the closing date of receipt of applications.
- ii. Initial period of deputation will be one year which may be extended for another year as per rules. The persons appointed on deputation basis will draw the pay and other allowances as per Govt. of India instructions issued from time to time.
- iii. The persons applying for deputation should apply through proper channel alongwith attested copies of ACRs/APAR for the last 5 years, Vigilance Clearance Certificate and Work & Conduct Report from the present employer.
- iv. Application form must also be accompanied by self-attested copies of Educational & Professional Qualifications and Experience.
- v. Prescribed Educational Qualifications are minimum & mere possession of the same does not entitle candidates to be called for interview. The Institute reserves the right to short-list the candidates to be called for interview.
- vi. The Institute reserves the right to fill or not to fill any or all the post advertised, no correspondence whatever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
- vii. Application must be sent in the prescribed format only.
- viii. The educational qualification, age, experience and other conditions of eligibility as stipulated in the advertisement shall be determined as on the closing date of receipt of applications.
- ix. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A.", wherever not applicable.
- x. Incomplete/unsigned applications/application without photograph and those received after due date shall be rejected.
- xi. Candidates must ensure that the application must reach the Institute well in time. The Institute will not be responsible for any postal delay or loss whatsoever.
- xii. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
- xiii. No document will be accepted or considered by the Institute after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xiv. Any dispute with regard to this recruitment will be subject to the Courts/Tribunals having jurisdiction over Delhi.

The complete application, on the prescribed form, duly filled in alongwith all the desired documents should be submitted in the office of the Joint Registrar, Vallabhbai Patel Chest Institute, Administrative Block, 3rd Floor, MS Building, University of Delhi, Delhi-110 007 or sent by post **latest by 31.08.2020 or within two weeks from the date of publication of the advertisement in the *Employment News*, whichever is later.** In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications. The Institute will not be responsible for any postal delay or less.

Director

Consultant
14/7/2020

Appl. No.....
आवेदन संख्या

(To be filled in by
the office)
कार्यालय द्वारा भरा
जाना है।

VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI, DELHI - 110007

Application Form For Employment

रोजगार हेतु आवेदन-पत्र

Affix
Passport
Size
Photograph

POST APPLIED FOR
पद का नाम (जिसके लिए आवेदन किया है।)

IN THE DEPARTMENT OF
पद जिस विभाग में है उसका नाम

Specialisation required for the Post, if any
पद के लिए (यदि कोई) विशेषता अपेक्षित है तो उसका विवरण

Advertisement No. Dated
विज्ञापन सं०. दिनांक

NOTES : 1. Copies of Certificates, Mark-sheets, testimonials etc., should be attached with the application (attested by the applicant himself) and the originals must be produced at the time of interview and at the time of joining, if selected.

टिप्पणियां : प्रमाणपत्रों, उपाधियों, अंक-पत्रों, प्रशंसापत्रों आदि की (स्वयं आवेदक के द्वारा सत्यापित) प्रतियां आवेदन-पत्र के साथ संलग्न की जानी चाहिए और मूल प्रतियां साक्षात्कार के समय तथा कार्य भार संभालने के समय यदि चुने गये तो, प्रस्तुत की जानी चाहिए।

2. Except where otherwise indicated, applicants appearing for interview shall do so at their own expenses.

यदि इस संबंध में कुछ न कहा गया हो, तो आवेदक को साक्षात्कार के लिए अपने खर्चे पर ही आना होगा।

3. Applicants who are in employment should send their application through their employers and by registered post.

यदि आवेदक सेवारत है तो उन्हें अपने आवेदन-पत्र अपने नियोक्ताओं के माध्यम से तथा रजिस्टर्ड डाक द्वारा भेजने चाहिए।

4. The selecting authority may consider the name of any person for appointment though he may not have applied.

चयन-समिति ऐसे किसी भी व्यक्ति को नियुक्त करने के बारे में विचार कर सकती है जिसने आवेदन न किया हो।

5. SEPERATE APPLICATION IS REQUIRED FOR EACH POST APPLIED FOR.

प्रत्येक पद के लिए अलग आवेदन-पत्र भेजा जाना जरूरी है।

1. (i) Name (in block letters)
नाम (स्पष्ट शब्दों में)

(ii) Father's Name
पिता का नाम

2. Date of birth Age (as on date)
जन्म-तिथि आयु (दिनांक को)
..... Years Months.
वर्ष माह

3. Nationality Sex
राष्ट्रीयता लिंग

Married/Unmarried
विवाहित/अविवाहित

4. (a) Post held, if any, at the time of sending the application with date of appointment (state whether permanent, on probation or temporary)

(क) आवेदन-पत्र भेजने के समय, यदि किसी, पद पर काम कर रहे हैं तो नियुक्ति की तारीख (इसका उल्लेख कि स्थायी है, परिवीक्षाधीन है या अस्थायी है)

(b) Name and address of Employing Authority

(ख) नियोक्ता का नाम एवं पता

* The selected candidates shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.

चुने हुए प्रत्याशियों को अपनी जन्म-तिथि के प्रमाण के रूप में मैट्रिक परीक्षा अथवा उसके समकक्ष किसी परीक्षा का मूल प्रमाणपत्र प्रस्तुत करना होगा। इस बारे में अन्य कोई माध्यम स्वीकार नहीं किया जाएगा।

5. (a) Present basic monthly pay and allowances (state separately)
(क) वर्तमान मूल मासिक वेतन तथा भत्ते (अलग-अलग विवरण दीजिए)

Grade : वेतनमान	Rs. ₹०
Basic Pay : मूल वेतन	Rs. ₹०
Allowances : भत्ते	Rs. ₹०
1. Dearness : मंहगाई भत्ता	Rs. ₹०
2. City Compensatory : नगर भत्ता	Rs. ₹०
3. House Rent : मकान किराया भत्ता	Rs. ₹०
4. Any other allowances : अन्य कोई भत्ता	Rs. ₹०
Total emoluments कुल वेतन	Rs. ₹०

- (b) Date of next increments :
(क) अगली वेतन वृद्धि की तारीख
(c) Age of retirement in the present post :
(ख) वर्तमान पद पर सेवानिवृत्ति की आयु

6. Minimum basic pay acceptable Rs. Per month
स्वीकार्य न्यूनतम मूल वेतन ₹० प्रति माह

7. Do you belong to Scheduled Caste/Scheduled Tribe/OBC/PH/EXSM state clearly and attach certificate in support thereof, positively
क्या आप अनुसूचित जाति/अनुसूचित जनजाति अन्य पिछड़ी जाति/विकलांग/भूतपूर्व सैनिक के हैं? यदि हां, तो उसका स्पष्ट विवरण दीजिए और इस बारे में प्रमाण-पत्र साथ लगाइये।

8. Address at which a reply to this application, if any, may be sent. Permanent Address
वह पता जिस पर आवेदन-पत्र का उत्तर भेजा जाए स्थाई पता
(यदि भेजना हो तो)

PIN CODE NO PIN CODE NO
पिन कोड सं० पिन कोड सं०

Telephone No. (if any)..... Telephone No. (if any).....
फोन नं० (यदि कोई है) फोन नं० (यदि कोई है)

Telegraphic address (if any)..... Telegraphic address (if any).....
तार-पता (यदि कोई है) तार-पता (यदि कोई है)

9. (a) Whether the candidate is receiving any pension benefits ?
If so, the amount of pension and pension equivalent of gratuity must be indicated

- (क) क्या आवेदक को कोई पेंशन-लाभ मिल रहें हैं? यदि हां तो पेंशन की राशि और ग्रेच्युटी की समतुल्य पेंशन राशि का उल्लेख किया जाए।
(b) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post, if selected for appointment in the University, and, if so, the amount of pension and the pension benefits may be indicated.
(ख) यदि आवेदक को इस विश्वविद्यालय से नियुक्ति के लिए चुन लिया गया तो क्या वह अपने वेतनमान पद से समयपूर्व सेवानिवृत्ति लेने पर किन्ही पेंशन लाभों को पाने का हकदार होगा, यदि हां, तो पेंशन राशि तथा पेंशन लाभों का उल्लेख किया जाना चाहिए।

10. Academic Qualification :
(Examinations passed from Matriculation/Higher Secondary onwards to Doctorate/Research degrees)
शैक्षिक योग्यताएं:
(मैट्रिक/उच्चतर माध्यमिक से लेकर डाक्टरेट/अनुसंधान उपाधियों तक उत्तीर्ण की गई परीक्षा का विवरण)

Examination परीक्षा	Year वर्ष	Subjects विषय	Division श्रेणी	Percentage of marks obtained प्राप्तकों का प्रतिशत	School/College attended किस विद्यालय / महाविद्यालय से अध्ययन किया	Name of the Board/University परीक्षा बोर्ड/विश्व- विद्यालय का नाम

11. Academic distinction (e.g. any prize, medals, award, etc.)
शिक्षा संबंधी विशेष योग्यता (जैसे कोई पुरस्कार, मेडल, पारितोषिक आदि)

12. Teaching Experience at University or Degree College : (To be filled only if applicable)
 विश्वविद्यालय अथवा महाविद्यालयों में अध्यापक का अनुभव:
 (यदि शैक्षणिक पद के आवेदक हों तो भरें)

Name of the University College विश्वविद्यालय/महाविद्यालय का नाम	Designation पद का नाम	Nature Post: Temporary/ Permanent पद की स्थिति: अस्थायी/स्थायी	Classes taught		Period (give dates) (तिथि संकेत)	Length of Experience कुल अनुभव	
			Under Graduate Pass/Hons. किन कक्षाओं को पढ़ाया	Post- graduate (स्नातकोत्तर)		Year वर्ष	Months माह
			स्नातक स्तर/ (पास/आनर्स स्तर)				

13. Administrative other Experience, if any
 प्रशासनिक अन्य अनुभव, यदि कोई है:

Name of the Institution Organization संस्था/संगठन का नाम	Designation पद का नाम	Nature Post: Permanent/ Temporary पद की स्थिति: स्थायी/अस्थायी	Nature if assignment कार्यभार का स्वरूप	Period (give dates) अवधि (तिथि संकेत)	Length of Experience कुल अनुभव	
					Year वर्ष	Months माह

14. Have you ever been debarred or punished for adopting unfair means in any Examination by the Institution/ Board or University? If so Please specify
 क्या आपको किसी संस्था/बोर्ड या विश्वविद्यालय द्वारा किसी परीक्षा में अनुचित तरीका अपनाने पर परीक्षा में बैठने से रोका गया है या दंडित किया गया है? यदि हां, तो उसका पूरा विवरण दीजिए।

*15.	Any published work or books written by the applicant or particulars of any research or other work that he may like to mention (If necessary a separate sheet of paper may be used for this purpose.) आवेदक द्वारा कोई प्रकाशित सामग्री या उसके द्वारा लिखी गई पुस्तकों या ऐसे किसी शोधकार्य अथवा किसी अन्य कार्य का विवरण जिसका कि उल्लेख करना चाहता है (यदि आवश्यक हो तो इन सबका उल्लेख करने के लिए अलग कागज का प्रयोग किया जा सकता है।)	Published (Give number) प्रकाशित (संख्या दीजिए)	Under Publication प्रकाशाधीन (Give number (संख्या दीजिए)	Under Preparation निर्माणाधीन (Please specify (विवरण) (Give number (संख्या दीजिए)	Under Submission प्रस्तुत की जा चुकी (Give number) (संख्या दीजिए)
To be filled by applicant for teaching posts only (सिर्फ शैक्षणिक पद के आवेदक द्वारा भरे जायें)	1. Books पुस्तकें 2. Research paper शोध-लेख 3. Article लेख 4. 5.				

(b) Supervisor for degrees : शोध उपाधि के लिए पर्यवेक्षक	Awarded उपाधि मिल चुकी	Research Progress शोधकार्य चल रहा है	Thesis/ Dissertation under submission शोध-प्रबन्ध शोध निबन्ध प्रस्तुत किया जाता है (Give number)
To be filled by applicant for teaching posts only (सिर्फ शैक्षणिक पद के आवेदक द्वारा भरे जायें)	(Give number) (संख्या दीजिए)	(Give number) (संख्या दीजिए)	
	1. Ph.D पीएच0 डी0 2. M.Phil एम0 फिल0 3.		

(c) Special subject of study or branch of specialisation, of any
 (ग) अध्ययन का विशेष विषय या विशेषज्ञता के क्षेत्र में नाम, यदि कोई है।

16. Membership of Learned Bodies :
 विद्वत निकायों की सदस्यता

* Please also give the subject of papers published together with the names of journals and dates, reprints of important papers should be attached to the application.
 प्रकाशित शोध-लेखों का विषय तथा दिनांक सहित उन पत्रिकाओं का नाम भी बताईए जिनमें वे प्रकाशित हुए हैं। महत्वपूर्ण शोधलेखों को पुनर्मुद्रित प्रतियां भी आवेदन पत्र के साथ संलग्न की जानी चाहिए।

17. Number of literacy, cultural or other activities (e.g. attainment in sports etc.) in which the application is interested and distinctions, if any, obtained in the same
उन साहित्यिक, सांस्कृतिक अथवा अन्य क्रिया-कलापों की संख्या (जैसे खेल-कूद संबंधी उपलब्धियां आदि) जिनमें आवेदक की रुचि है और यदि उसमें कोई विशेष योग्यता प्राप्त की है तो उसका उल्लेख।

18. Name of post with particulars for which the applicant may have already applied and which have not yet been disposed off (Particulars of any subsequent application should also be intimated in writing)

पूरे विवरण सहित उस पद का नाम जिसके लिए आवेदक ने पहले से ही आवेदन किया हुआ है और जिसके बारे में अभी तक कोई फैसला नहीं हो पाया है (उसके बाद भी यदि कोई अर्जी दी गई हो तो उसकी भी लिखित सूचना दी जानी चाहिए)

Signature of the applicant
आवेदक के हस्ताक्षर

DECLARATION:

घोषणा

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

मैं घोषित करता/करती हूँ कि इस आवेदन-पत्र में प्रस्तुत किया गया समस्त विवरण मेरी पूरी जानकारी और विश्वास के अनुसार सत्य है।

Date.....
दिनांक

Signature of the applicant
आवेदक के हस्ताक्षर

19. Forwarded with the remarks that the fact stated in the above application have been verified and found correct and this Institution/Organisation has no objection to the candidature of the applicant being considered for the post applied for.

यह आवेदन-पत्र इस टिप्पणी के साथ अग्रप्रेषित किया जा रहा है कि इसमें प्रस्तुत किए गए तथ्यों की जांच कर ली गई है तथा इन्हें सही पाया गया है और आवेदक ने जिस पद के लिए आवेदन किया है उस पद के लिए उसकी उम्मीदवारी पद विचार किए जाने के बारे में इस संस्था/संगठन को कोई आपत्ति नहीं है।

Signature
हस्ताक्षर

(Head of the Institution/Organisation)
(संस्था/संगठन का अध्यक्ष)

Designation
पद का नाम

Address
पता

Pin Code No
पिन कोड सं०

Telephone No.
फोन सं०

Dated :
दिनांक

Appl. No.
 आवेदन संख्या

 (To be filled in by
 the office)
 कार्यालय द्वारा भरा
 जाना है।

VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI, DELHI - 110007
(Please fill this Proforma neatly/typed)

Affix
 Passport
 Size
 Photograph

Note : No enclosure with this proforma is permissible

Post applied for

Deptt

Name

Date of birth

Address

Present grade

.....

Present Basic pay Rs. p.m.

.....

Present gross emoluments Rs. p.m.

Present employer (Institution)

Whether belongs

to SC/ST/OBC/PH/EXSM

.....

Total teaching experience year months

Present position

Academic Qualifications					Publications & Research Work (Give number) (To be filled by applicant for teaching post only)		
Exam.	Year	Divn.	Marks %	University	Published	Unpublished	Under Publication
					Books		
					Research Papers		
						
						
						
Experience					Research Guidance Number of Scholars who have been awarded Ph.D/M.Phil. degrees under your supervision (To be filled by the applicant for teaching post only)		
Institution	Post held	From	To	Awarded	Under submission	Research in progress	
				Ph.D.			
				M.Phil.			
					AREAS OF SPECIALIZATION		

Academic distinctions/awards :

Any other relevant information
 (Special Training etc.)

Signature.....