

Annexure-I

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES SYLLABUS FOR THE FOLLOWING POST

1. Assistant Registrar (Admin-08), 2. Lady Medical Officer (Health Centre) (Admin-09), 3. University Engineer (Admin-10), 4. Accounts Officer (Admin-11), 5. P.A. to V.C. (Admin-12), 6. P.A. to Registrar (Admin-13), 7. Deputy Engineer (Civil) (Admin-14), 8. Technical Assistant (Library) (Admin-15), 9. Field Work Assistant (Admin-16), 10. Sr. Pharmacist Health Centre (Admin-17), 11. Laboratory Technician (Admin-18), 12. Security Officer (Admin-19), 13. Compounder (Admin-20), 14. Laboratory Assistant (Admin-23), 15. Programmer (PH Admin-25), 16. Warden (Hostel) (PH Admin-26), 17. Jr. Superintendent (Head Clerk) (PH Admin-27), 18. Stenographer Gr. II (PH Admin-28), 19. Storekeeper (Lab)(PH Admin-29), 20. Assistant Compose Foreman (PH Admin-30), 21. Electric Wireman (PH Admin-31), 22. Sr. Operator (PH Admin-32), 23. Laboratory Assistant (PH Admin-34), 24. Telephone Operator (PH Admin-35), 25. Key Punch Operator (PH Admin-36)

GENERAL INFORMATION:

1. The Gujarat University will conduct 2 (two) tests (Tier-I and Tier-II) for Selection of Candidate whenever applicable:

- (1) The Tier-I Test is Preliminary test
- (2) The Tier-II Test is Subject / Technical Proficiency test.
- (1) **Preliminary Test (Objective type- MCQs-OMR Based)**

The Preliminary Test will be conducted for Screening for all the Posts of 120 marks of 2 (Two) Hours Duration.

Language of the Question Paper shall be Gujarati and English.

The Question Paper of Preliminary test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 mark and of OMR Based. For every wrong answer, shall be Negative Marking of 0.25 Mark.

The Syllabus for this Preliminary Test and approximate weight of marks are as follows (Tier-I) (OMR based):

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|---|----------|
| a) English Language - of the level up to 12 th Standard Level | 12 marks |
| b) Gujarati Language - of the level up to 12 th Standard Level | 12 marks |
| c) General Knowledge | 08 marks |
| Reasoning and Analytical Reasoning | 20 marks |
| Arithmetic | 20 marks |
| Current Affairs | 08 marks |
| Indian History and Geography | 10 marks |
| Mental Ability | 10 marks |
| Sports | 08 marks |
| d) Basics of Computer Application - Equivalent to CCC Level: | 12 marks |

Blind / LV Candidates are eligible for extra 40 minutes as compensatory time.

The Minimum passing standard for Preliminary Test is 45% (without rounding off).

- (2) Those candidates who clear the Preliminary test will be required to appear for Subject/Technical Proficiency Test of 120 Marks of Two (2) Hours (Blind / LV Candidates are eligible for extra 40 minutes as compensatory time)

The question paper of subject/technical proficiency test shall consist of 120 Multiple Choice Questions (MCQs), each of 1 Mark. For every wrong answer, there shall be Negative Marking of 0.25 Mark. Language of the Question Paper shall be Gujarati and English. Duration of the Test shall be 120 Minutes.

2. The post-wise detailed syllabus for Subject/Technical Proficiency Test is as follows: (Tier-II)

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, University Common Act 2023, UGC 2018 Regulations, BCSR-GCSR, Communication Skills, RTI Act, etc.	60 Marks

Note:

1. Advertisement dated 24-12-2025, Admin-08 to Admin13 & Admin 25 (Exam difficulty level up to moderate)
2. Advertisement dated 24-12-2025, Admin-14 to Admin-36 (Exam difficulty level up to normal) (Except 21,22,23,24)