

## Annexure-I

### GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

#### GENERAL INFORMATION:

**1. The Gujarat University will conduct 2 (two) test (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 (OMR based):**

- |   |          |
|---|----------|
| a) English Language - of the level up to 12 <sup>th</sup> Standard Level  | 12 marks |
| b) Gujarati Language - of the level up to 12 <sup>th</sup> 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 |

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.

**The Post-wise detailed syllabus for Subject/Technical Proficiency Test is as follows:**

**1. Section Officer \***

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

**2. Senior Clerk:**

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

**3. Junior Clerk**

a)	Computer Skills	60 Marks
b)	General Administration related to University Functioning, Inward/Outward register, tendering and purchase process, BCSR-GCSR, University Common Act 2023, UGC 2018 Regulations and RTI Acts, etc.	60 Marks