



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No. 25 of 2009)

F. No. 9-4/2020-Admn./ 832

21/12/2020

**Web Notification**

**Subject:** Final List of Eligible candidates for the post of Personal Assistant.

**Ref.:** Employment Notification No. CUG/20-2/2019-20 dated 25/01/2020.

**OBC-Category:** As the number of eligible candidates are less than 3 (three) the post will be readvertised.

**UR-Category - Final List of Eligible Candidates:**

Sl. No.	Registration No.
1	2020195
2	2020476
3	2021703
4	2022119
5	2021417
6	2020968
7	2021442
8	2021789

Further selection procedure will be as per the Annexure-I attached herewith.

Date of Descriptive Examination & Skill test will be notified within due course of time.

*Alok Gupta*

**Registrar (Offg.)**

**Encl.:** Annexure-I



सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

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Annexure-I

### SELECTION PROCEDURE

Sl. No.	Questions	Marks	Duration
1	Descriptive Type Questions	100	3 Hours
2	Skill Test	50	1 Hour

The final selection of Personal Assistant will be based on the following terms and conditions:

- 1) The University will conduct the Descriptive-type test carrying 100 marks.
- 2) The candidates who secure 50% marks in Descriptive-type test shall be called for the skill test.
- 3) The marks allocated for the skill test will be 50 and the minimum qualifying marks in the skill test shall be 25.
- 4) The merit list of the candidates shall be drawn based on the performance in Descriptive-type test only, subject to qualifying skill test.
- 5) There will be no negative marking.
- 6) The successful candidates in the written test may be called for skill test in order of merit subject to maximum ratio of 1:15.
- 7) Resolution of Tie Cases:

The tie will be resolved by the University as under:

- a) By Age of the candidate i.e. the candidate with older age will be given a preference.
- b) If the tie persists, then higher aggregate marks/grade/CGPA in the prescribed educational qualification in the Cadre Recruitment Rules of the University as amended from time to time for the respective posts will be the criteria to decide the preference.

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### SYLLABUS FOR WRITEN EXAMINATION & SKILL TEST

#### Paper-1: Descriptive type questions of 100 Marks with Duration of 3 Hours:

- General Administration & Finance: General Office Procedure, Service Rules, Book Keeping, Auditing and Human Relations.
- General Financial Rules.
- Fundamental Rules and Supplementary Rules, LTC, Leave Rules, CCS (Conduct) Rules etc.
- Act / Statutes / Ordinances of Central Universities.
- Drafting & Noting: Drafting Letters, Preparing Notes etc.

#### Skill Test: Qualifying test with a duration of 2 hour, with a maximum of 50 Marks.

##### Part-1:

- Knowledge of MS Office
- Internet Browsers (Google Chrome, Internet Explorer etc.) - Searching, Saving, Going to specific web page, bookmarking etc.
- Electronic Communication: Create an e-mail account, Read and delete e-mail messages, Address, Compose and Send an e-mail message, Use address books and e-mail address history, Reply, Reply to All, and Forward an e-mail message, Address message to multiple recipients, TO: CC: and BCC, use draft for partially complete messages, use search options to find an email message, print an e-mail message, add and edit contacts, read and respond to meeting requests.

##### Part-2:

- Typing Test: 35 w.p.m in English or 30 w.p.m. in Hindi
- Dictation: 10 minutes @ 100 w.p.m.
- Transcription: 40 minutes (English) / 55 minutes (Hindi)

*Abok Gupta*  
Registrar (Offg.)

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