



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(UDC-17)/2022-Admn/ 1807

30/12/2022

Web Notification

Subject: The final list of Eligible Candidates for the post of **Upper Division Clerk (UR-04, OBC-01)**.

Ref: 1. Employment Notification No. **CUG/04-2/2021-22 dated 30/09/2021**
2. Employment Notification No. **CUG/06-2/2022-23 dated 03/10/2022**

Upper Division Clerk (UR-04)

Employment Notification No. CUG/04-2/2021-22 dated 30/09/2021

List of Eligible Applicants:

S/N	Registration No.
1.	2023486
2.	2022685
3.	2023446
4.	2025087
5.	2024327
6.	2026152
7.	2023734
8.	2027909
9.	2023292
10.	2026946
11.	2027152

S/N	Registration No.
12.	2028874
13.	2024886
14.	2024892
15.	2022624
16.	2023959
17.	2023989
18.	2029662
19.	2030243
20.	2027826
21.	2026410
22.	2028033

S/N	Registration No.
23.	2030442
24.	2025070
25.	2030319
26.	2026432
27.	2023703
28.	2028007
29.	2025193
30.	2022603
31.	2023809
32.	2023898

Upper Division Clerk (OBC-01)

Employment Notification No. CUG/04-2/2021-22 dated 30/09/2021

List of Eligible Applicants:

S/N	Registration No
1.	2023262
2.	2023630
3.	2023327
4.	2029099
5.	2029086

S/N	Registration No
6.	2029183
7.	2029507
8.	2027662
9.	2027055
10.	2030168

S/N	Registration No
11.	2029812
12.	2027831
13.	2028624
14.	2030581



सेक्टर-29, गांधीनगर-382030,
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Phone No. 07923977407, Fax-07923260076

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Upper Division Clerk (UR-04)

Employment Notification No. CUG/06-2/2022-23 dated 03/10/2022

List of Eligible Applicants:

S/N	Registration No.
1.	2035059
2.	2033887
3.	2035558

S/N	Registration No.
4.	2034950
5.	2036375
6.	2036466

S/N	Registration No.
7.	2033683
8.	2036731

Upper Division Clerk (OBC-01)

Employment Notification No. CUG/06-2/2022-23 dated 03/10/2022

List of Eligible Applicants:

S/N	Registration No
1.	2034628
2.	2035504

S/N	Registration No
3.	2031605
4.	2034872

The selection procedure will be as per the Annex. I.

Further updates will be uploaded on the University's website only; Candidates in their own interest are advised to remain in touch with the University website www.cug.ac.in.



Registrar (Offg.)



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Annexure I

SELECTION PROCEDURE FOR THE POST OF UPPER DIVISION CLERK,
Group C, Level-4

Sl. No.	Questions	Marks	Duration
1.	Descriptive Type Questions	100	3 Hours
2.	Skill Test (Part 1)	50	01 Hour
3.	Skill Test Typing (Part 2)	--	--

The final selection of the **Upper Division Clerk** 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 the 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 a Descriptive-type test only, subject to a qualifying skill test.
- 5) The successful candidates in the written test may be called for a skill test/interview, wherever required in order of merit subject to a maximum ratio of 1:15.
- 6) 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.

SYLLABUS FOR WRITTEN 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 and Receipt & Payment 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.



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Skill Test: Qualifying test with a duration of 1 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:

- **35 WPM in English Typing**



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