



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)

Prof. H.B.Patel
Registrar (Offg.)

By Speed Post/Fax/By E-mail

F.No.9-80/2024-Admn./ 328

24/07/2024

Web Notification

Subject: Selection Procedure for the post of Section Officer (Departmental Promotion).

Ref.: Approval of the Hon'ble Vice-Chancellor dated 23/07/2024.

Selection Procedure for the post of Section Officer (Departmental Promotion)

Sl. No.	Questions	Marks	Duration
1	Descriptive Type Questions	100	3 Hours

The final selection of the Section Officer will be based on the following terms and conditions:

1. The Departmental test shall only be qualifying in nature.
2. The University will conduct the Descriptive-type test carrying 100 marks and the minimum qualifying marks in the Descriptive-type test shall be 50.
3. Those who are graded as 'fit' by DPC shall be included in the select panel in order of their seniority in the feeder cadre, subject to the availability of regular vacancies.
4. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel.

SYLLABUS FOR DEPARTMENTAL TEST

Paper-1: Descriptive type questions of 100 Marks with a 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.

Deputy Registrar (Admin.)



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