



गुजरात केन्द्रीय विश्वविद्यालय
(भारतकी 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(PS-08)/2025-Admn/1153

06/02/2025

Web Notification

Subject: List of Eligible, Provisional Eligible and Not Eligible Candidates for the post of **Private Secretary (OBC-1, UR-1)**.
Ref.: Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024

-: Note :-

- 1. For Provisionally Eligible Candidate** Provisional eligible candidates need to submit the required documents on or before **10/02/2025** as per the below format.
- 2. For Not Eligible Candidate** Not eligible candidates need to submit the query on or before **10/02/2025** as per the below format.
- 3. Email received after the last date from the candidate regarding submissions of the required document(s) or query (i.e., 10/02/2025) will not be entertained in this matter.**
- 4. Candidates whose Form No. is not available in any of the lists, have neither paid the application fees, nor submit applications before the due date.**
- 5. Submission of Documents/query as per format**
 1. Form No:
 2. Post Applied for:
 3. Name of Applicant as per Application:
 4. Remark on your candidature in this web notification:
 5. Submission of Document Name: -
 6. Send Email to on or before the Submission date:
recruitment.nonteaching@cug.ac.in

Kindly submit your documents and queries as per the above format only.

-: Important Note: -

- 1. The Provisional Eligible candidates are subject to production of all the original, recent, relevant Certificates and documents as remarks against their Form Number, failing which the applicants shall not be allowed to attend the Examination.**
- 2. If any candidate has got eligibility on inadvertently wrong information/data than entitled, he/she should bring the same to the notice of the undersigned immediately.**
- 3. Final List will be displayed on University Website after the submission of relevant documents by the Provisional Candidate.**



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

Email: registrar@cug.ac.in website: www.cug.ac.in





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Private Secretary (OBC-01)
Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024

List of Provisional Eligible Candidates subject to submission of required documents:

S/N	Form No.	Remarks
1	CUN1903	Subject to Submission of OBC Certificate as per annex. II of Employment Notification, Production of NOC from Present Employer, submission of visible document for 120 wpm (English) speed in Stenography, and submission of salary certificate of ITI Limited showing Pay level 6 equivalent

List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN1072	No Relevant experience
2	CUN1274	Less than 120 wpm (English) speed in Steno and Less than 100 wpm (Hindi) speed in Steno.
3	CUN1449	Insufficient Experience

*Note: As the number of candidates eligible is less than 3, the post will be re-advertised.

Private Secretary (UR-01)
Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024

List of Eligible Applicants:

S/N	Form No
1	CUN1492

List of Provisional Eligible Candidates subject to submission of required documents:

S/N	Form No.	Remarks
1	CUN1114	Subject to Production of NOC from Present Employer
2	CUN1353	Subject to Production of NOC from Present Employer
3	CUN1555	Subject to Submission of NOC from Parent Organization.
4	CUN1684	Subject to Production of NOC from Present Employer and Submission of Experience Certificate
5	CUN1853	Subject to Submission of NOC from Parent Organization.
6	CUN1906	Subject to Production of NOC from Present Employer, submission of visible document for 120 wpm (English) speed in Stenography, and



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S/N	Form No.	Remarks
		submission of salary certificate of ITI Limited showing Pay level 6 equivalent.

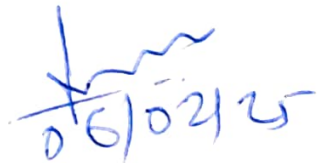
List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN1466	No Relevant experience.
2	CUN1671	No Relevant experience.
3	CUN1743	No Relevant experience.
4	CUN1749	No Relevant experience.
5	CUN1937	No Relevant experience.
6	CUN1941	Incomplete Application (Necessary documents are not enclosed)
7	CUN2027	No Relevant experience.

All correspondence regarding submission/queries is to be sent to.
recruitment.nonteaching@cug.ac.in

The selection procedure will be as per Annexure 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 and check their Email regularly.


Registrar (Offg.)



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ANNEXURE-I

**SELECTION PROCEDURE FOR THE POST OF
Private Secretary (UR-01)**

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

The final selection of the **Private Secretary** 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 successful candidates in the Descriptive test may be called for a skill test in order of merit subject to a maximum ratio of 1:15.
4. The marks allocated for the skill test (Part 1) will be 50 and the minimum qualifying marks in the skill test shall be 25. Skill test (Part 2) as per Syllabus notified by university.
5. 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. (Part-1 and Part-2)
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 Knowledge:** General Awareness
- **Simple Arithmetic and Reasoning Ability:** Series, Number-System, Factoring, Multiplication, Division, Work and Time, Time and Distance, Odd one out, Profit & Loss, Ratio, Proportion & Percentage etc.
- **English Language:** Synonyms, Antonyms, Idioms, Sentence completion, Sentence rearrangement, Comprehension, Grammar, Articles, Preposition etc.
- **Basic Computer Skills:** Knowledge of Operating Systems, Internet, Hardware, Software, e-governance, Basic Applications of Computer etc.
- **Knowledge of General University Administration.**



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- **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
- **Dictation:** 10 minutes @ 120 w.p.m.
- **Transcription:** 50 minutes (English)



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