



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(ASST-09)/2025-Admn/1154

06/02/2025

**Web Notification**

**Subject:** List of Eligible, Provisional Eligible and Not Eligible Candidates for the post of **Assistant (UR-01)**.

**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.**



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Sector-29, Gandhinagar,  
Phone No. 07923977407, Fax-07923260076  
**Email: registrar@cug.ac.in website: www.cug.ac.in**





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Assistant (UR-01)

Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024

### List of Eligible Applicants:

S/N	Form No
1	CUN1086
2	CUN1090
3	CUN1176

S/N	Form No
4	CUN1236
5	CUN1437
6	CUN1463

S/N	Form No
7	CUN1584
8	CUN1916
9	CUN2019

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

S/N	Form No.	Remarks
1	CUN1099	Subject to Submission of NOC from Present Employer
2	CUN1233	Subject to Submission of NOC from Present Employer
3	CUN1263	Subject to Submission of NOC from Present Employer
4	CUN1270	Subject to Submission of NOC from Present Employer and Experience Certificate
5	CUN1316	Subject to Submission of Latest OBC Certificate as per annex. II of Employment Notification
6	CUN1343	Subject to Submission of Latest Salary Certificate from Present Employer
7	CUN1354	Subject to Submission of Experience Certificate
8	CUN1398	Subject to Submission of Experience Certificate and Salary Certificate
9	CUN1404	Subject to Submission Documentary evidence required for surname change and also provision of level 4 equivalent salary certificate
10	CUN1426	Subject to Submission of NOC from Present Employer
11	CUN1575	Subject to Submission of showing Level 4 salary certificate
12	CUN1895	Subject to Submission of Experience letter and Salary slip from Present Employer
13	CUN2048	Subject to Submission of NOC from Present Employer and Experience certificate
14	CUN2061	Subject to Submission of NOC from Present Employer and Experience certificate

### List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN1074	Insufficient Experience No Relevant experience
2	CUN1082	Insufficient Experience
3	CUN1126	No Relevant experience
4	CUN1137	No Relevant experience
5	CUN1154	No Relevant experience
6	CUN1230	No Relevant experience



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S/N	Form No.	Remarks
7	CUN1250	No Relevant experience
8	CUN1255	No Relevant experience
9	CUN1261	No Relevant experience
10	CUN1267	No Relevant experience
11	CUN1277	No Relevant experience
12	CUN1281	No Relevant experience
13	CUN1301	No Relevant experience
14	CUN1336	No Relevant experience
15	CUN1380	No Relevant experience
16	CUN1383	No Relevant experience
17	CUN1419	No Relevant experience
18	CUN1493	No Relevant experience
19	CUN1514	No Relevant experience
20	CUN1517	No Relevant experience
21	CUN1598	No Relevant experience
22	CUN1610	No Relevant experience
23	CUN1621	No Relevant experience
24	CUN1627	No Relevant experience
25	CUN1641	No Relevant experience
26	CUN1656	Over Age and Belonging to Para military force not considered as Ex-service man
27	CUN1661	No Relevant experience
28	CUN1663	No Relevant experience
29	CUN1704	No Relevant experience
30	CUN1708	No Relevant experience
31	CUN1730	No Relevant experience
32	CUN1734	No Relevant experience
33	CUN1736	No Relevant experience
34	CUN1784	No Relevant experience
35	CUN1801	No Relevant experience
36	CUN1830	Over Age
37	CUN1842	No Relevant experience
38	CUN1862	No Relevant experience
39	CUN1890	No Relevant experience
40	CUN1943	Incomplete Application (Necessary documents are not enclosed)
41	CUN1971	No Relevant experience
42	CUN1981	No Relevant experience



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S/N	Form No.	Remarks
43	CUN1986	No Relevant experience
44	CUN1994	No Relevant experience
45	CUN2005	No Relevant experience
46	CUN2017	No Relevant experience
47	CUN2035	No Relevant experience
48	CUN2037	No Relevant experience
49	CUN2047	Insufficient Experience
50	CUN2053	No Relevant experience

All correspondence regarding submission/queries is to be sent to.  
[recruitment.nonteaching@cug.ac.in](mailto: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](http://www.cug.ac.in) and check their Email regularly.

Registrar (Offg.)



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Annexure-I

### SELECTION PROCEDURE FOR THE POST OF Assistant (UR-01)

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

The final selection of the **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 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 will be 50 and the minimum qualifying marks in the skill test shall be 25.
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.
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 Exam

**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.

**Skill Test: Qualifying test with a duration of 1 hour, with a maximum of 50 Marks.**

- **Knowledge of MS Office**



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- **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 receipts, 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.



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