



# 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(LDC-11)/2025-Admn/1155

06/02/2025

### Web Notification

**Subject:** List of Eligible, Provisional Eligible and Not Eligible Candidates for the post of **Lower Division Clerk (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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### Lower Division Clerk (UR-01)

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

#### List of Eligible Applicants:

S/N	Form No	S/N	Form No	S/N	Form No
1	CUN1205	13	CUN1510	25	CUN1818
2	CUN1224	14	CUN1558	26	CUN1832
3	CUN1330	15	CUN1563	27	CUN1880
4	CUN1331	16	CUN1570	28	CUN1898
5	CUN1333	17	CUN1679	29	CUN1921
6	CUN1348	18	CUN1683	30	CUN1923
7	CUN1350	19	CUN1720	31	CUN1954
8	CUN1379	20	CUN1741	32	CUN1977
9	CUN1427	21	CUN1746	33	CUN2009
10	CUN1456	22	CUN1750	34	CUN2025
11	CUN1469	23	CUN1778	35	CUN2044
12	CUN1484	24	CUN1780	36	CUN2065

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

S/N	Form No.	Remarks
1	CUN1291	Subject to Submission of certificate showing the desired typing speed.
2	CUN1355	Subject to Production of NOC from Present Employer
3	CUN1635	Subject to Submission of UG Degree Certificate
4	CUN1674	Subject to Production of NOC from Present Employer
5	CUN1722	Subject to Submission of UG Marksheet

#### List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN1071	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
2	CUN1089	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
3	CUN1108	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
4	CUN1163	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
5	CUN1188	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
6	CUN1228	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
7	CUN1351	Overage



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S/N	Form No.	Remarks
8	CUN1367	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
9	CUN1374	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
10	CUN1381	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
11	CUN1396	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
12	CUN1439	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
13	CUN1455	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
14	CUN1464	Less than 35 wpm speed in English Typing.
15	CUN1474	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
16	CUN1511	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
17	CUN1538	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
18	CUN1561	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
19	CUN1571	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
20	CUN1600	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
21	CUN1605	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
22	CUN1608	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
23	CUN1616	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
24	CUN1628	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
25	CUN1666	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
26	CUN1682	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
27	CUN1696	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.



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S/N	Form No.	Remarks
28	CUN1726	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
29	CUN1728	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
30	CUN1751	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
31	CUN1754	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
32	CUN1767	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
33	CUN1806	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
34	CUN1837	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
35	CUN1901	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
36	CUN1912	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
37	CUN1946	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
38	CUN1985	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
39	CUN2036	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
40	CUN2038	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.
41	CUN2039	Typing Certificate not attached as mentioned in Clause 30 of Non-Teaching Employment Notification No. CUG/REC/02-2/2024-25 dated 10/12/2024.

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 Lower Division Clerk (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 **Lower 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 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 (Part 1) shall be 25. Skill test (Part 2) typing test is mandatory 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 a 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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- Essay writing in Hindi and English
- Drafting & Noting: Drafting Letters, Preparing Notes etc.

**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 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.

**Part-2:**

- 35 WPM in English Typing Or 30 WPM in Hindi Typing



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