



गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

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(PS)/2022-Admn/1062

26/08/2022

Web Notification

Subject: Final List of Eligible Candidates for the post of Private Secretary.

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

Private Secretary (OBC-01)

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

List of Eligible Candidates:

S/N	Registration No.
1	2029452
2	2028033
3	2023885
4	2023823

Private Secretary (UR-03)

List of Eligible Candidates:

S/N	Registration No.
1	2022888
2	2022699
3	2023975

S/N	Registration No.
4	2028388
5	2024307
6	2028247

S/N	Registration No.
7	2029822
8	2026064
9	2023326

Dates for Examination & Skill Test will be notified within due course of time.

Selection procedure will be as per the Annexure – I attached herewith.

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

Registrar (Offg.)



सेक्टर-29, गांधीनगर-382030,
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Annexure-I

SELECTION PROCEDURE FOR POST OF PRIVATE SECRETARY (OBC-01) AND (UR-02)

S/N.	Questions	Marks	Duration
1	Descriptive Type Questions	100	03 Hours
2	Skill Test	50	02 Hours

The final selection for the post of 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 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 Descriptive-type test only, subject to qualifying skill test.
- 5) The successful candidates in the descriptive test may be called for skill test, wherever required in order of merit subject to 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.



एक कदम सभ्यता की ओर

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Syllabus for Written Exam

Name of Post	Private Secretary
Classification	Group 'B'
Scale of Pay/Pay Band/Grade Pay	Level 7

Syllabus: Paper-1 and 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.**
- **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 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:

- **Typing Test: 35 w.p.m in English or 30 w.p.m. in Hindi**
- **Dictation: 10 minutes @ 120 w.p.m.**
- **Transcription: 50 minutes (English) / 60 minutes (Hindi)**

Registrar (Offg.)



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