



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(LDC-14)/2023-Admn/1390

22/09/2023

### Web Notification

**Subject:** The final list of Eligible Candidates for the post of Lower Division Clerk (ST-1,UR-2[PwBD-1]).

**Ref.:** Employment Notification No. CUG/01-2/2023-24 dated 13/07/2023.

#### Lower Division Clerk (ST-01)

Employment Notification No. CUG/01-2/2023-24 dated 13/07/2023.

#### List of Eligible Candidates:

S/N	Registration No
1.	2037465
2.	2037153
3.	2036962
4.	2039708

S/N	Registration No
5.	2040157
6.	2041378
7.	2037878
8.	2041202

S/N	Registration No
9.	2043281
10.	2037227
11.	2043363

#### Lower Division Clerk (UR-01)

Employment Notification No. CUG/01-2/2023-24 dated 13/07/2023.

#### List of Eligible Applicants:

S/N	Registration No
1.	2036955
2.	2037076
3.	2036943
4.	2037310
5.	2037374
6.	2037717
7.	2037048
8.	2037428
9.	2038961
10.	2040114
11.	2037226
12.	2041247
13.	2040212
14.	2040290

S/N	Registration No
15.	2041826
16.	2040586
17.	2040899
18.	2041933
19.	2037695
20.	2041781
21.	2042417
22.	2039018
23.	2037200
24.	2041123
25.	2039103
26.	2036990
27.	2041476
28.	2043327

S/N	Registration No
29.	2042946
30.	2043676
31.	2037461
32.	2037132
33.	2043409
34.	2043738
35.	2043708
36.	2037726
37.	2043012
38.	2038565
39.	2038946
40.	2039380
41.	2042772



एक कदम स्वच्छता की ओर

सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

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**Lower Division Clerk (PwD-01)**  
**Employment Notification No. CUG/01-2/2023-24 dated 13/07/2023.**

**List of Eligible Applicants:**

S/N	Registration No
1.	2038394

S/N	Registration No
2.	2037797

S/N	Registration No
3.	2042892

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).

**Registrar (Offg.)**



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**SELECTION PROCEDURE FOR THE POST OF  
Lower Division Clerk (ST-1,UR-2[PwBD-1])**

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.**
- **Essay writing in Hindi and English**



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- **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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