



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-05)/2024-Admn/ 470

29/08/2024

Web Notification

Subject: List of Eligible, Provisional Eligible and Not Eligible Candidates for the post of **Lower Division Clerk (UR-2[Ex-Serviceman-1], EWS-1).**
Ref.: Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024

-: Note :-

- 1. For Provisionally Eligible Candidate** Provisional eligible candidates need to submit the required documents on or before **01/09/2024** as per the below format.
- 2. For Not Eligible Candidate** Not eligible candidates need to submit the query on or before **01/09/2024** 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., 01/09/2024) will not be entertained in this matter.**
- 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: -

- 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.
- 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.
- 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
Sector-29, Gandhinagar,
Phone No. 07923977407, Fax-07923260076

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





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CENTRAL UNIVERSITY OF GUJARAT

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Lower Division Clerk (UR-01)

Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024

List of Eligible Applicants:

S/N	Form No
1	CUN4
2	CUN16
3	CUN32
4	CUN47
5	CUN85
6	CUN102
7	CUN125
8	CUN166
9	CUN174
10	CUN208
11	CUN231
12	CUN237
13	CUN265
14	CUN302
15	CUN323
16	CUN368

S/N	Form No
17	CUN372
18	CUN374
19	CUN418
20	CUN428
21	CUN468
22	CUN469
23	CUN509
24	CUN527
25	CUN604
26	CUN623
27	CUN655
28	CUN750
29	CUN772
30	CUN776
31	CUN817
32	CUN824

S/N	Form No
33	CUN836
34	CUN841
35	CUN880
36	CUN883
37	CUN887
38	CUN929
39	CUN931
40	CUN938
41	CUN942
42	CUN953
43	CUN965
44	CUN969
45	CUN976
46	CUN1040
47	CUN1049
48	CUN1050

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

S/N	Form No.	Remarks
1	CUN110	Subject to Submission of UG Degree Certificate
2	CUN349	Subject to Submission of UG Degree Certificate
3	CUN375	Subject to Submission of UG Degree Marksheet
4	CUN380	Subject to Submission of SSC, HSC and UG Degree Marksheet
5	CUN439	Subject to Submission of visible UG Degree Marksheet and certificate
6	CUN725	Subject to Submission of UG Degree Certificate
7	CUN731	Subject to Submission Documentary evidence required for surname change
8	CUN793	Subject to Submission of UG Degree Certificate and Marksheet
9	CUN822	Subject to Submission Documentary evidence required for surname change
10	CUN884	Subject to Submission of UG Degree Certificate and Marksheet
11	CUN955	Subject to Submission of visible document of typing speed.



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List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN46	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
2	CUN62	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
3	CUN116	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
4	CUN167	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
5	CUN169	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
6	CUN172	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024. No Graduate
7	CUN191	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
8	CUN192	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
9	CUN198	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
10	CUN218	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
11	CUN246	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
12	CUN276	Less than 35 wpm speed in English Typing.
13	CUN277	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
14	CUN278	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
15	CUN283	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
16	CUN307	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
17	CUN309	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
18	CUN311	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
19	CUN316	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
20	CUN322	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.



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ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય
(ભારતકી સંસદ કે અધિનિયમ સં.25,2009 કે તહત સ્થાપિત)
CENTRAL UNIVERSITY OF GUJARAT
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S/N	Form No.	Remarks
21	CUN340	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
22	CUN348	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
23	CUN352	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
24	CUN354	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
25	CUN357	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
26	CUN366	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
27	CUN371	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
28	CUN406	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
29	CUN415	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
30	CUN416	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
31	CUN422	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
32	CUN425	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
33	CUN441	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
34	CUN443	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
35	CUN450	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
36	CUN471	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
37	CUN487	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
38	CUN498	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
39	CUN526	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
40	CUN538	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
41	CUN552	Less than 35 wpm speed in English Typing.



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S/N	Form No.	Remarks
42	CUN553	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
43	CUN554	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
44	CUN569	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
45	CUN570	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
46	CUN575	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
47	CUN580	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
48	CUN581	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
49	CUN601	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
50	CUN620	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
51	CUN621	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
52	CUN634	Less than 35 wpm speed in English Typing.
53	CUN639	Less than 35 wpm speed in English Typing.
54	CUN645	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
55	CUN650	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
56	CUN654	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
57	CUN664	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
58	CUN672	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
59	CUN679	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
60	CUN706	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
61	CUN722	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
62	CUN740	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
63	CUN749	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching



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S/N	Form No.	Remarks
		Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
64	CUN753	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
65	CUN757	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
66	CUN768	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
67	CUN769	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
68	CUN779	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
69	CUN784	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
70	CUN786	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
71	CUN806	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
72	CUN854	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
73	CUN859	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
74	CUN868	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
75	CUN894	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
76	CUN902	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
77	CUN916	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
78	CUN922	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
79	CUN928	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
80	CUN945	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
81	CUN951	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
82	CUN954	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
83	CUN978	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.



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S/N	Form No.	Remarks
84	CUN981	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
85	CUN1016	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
86	CUN1030	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
87	CUN1034	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
88	CUN1037	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.

Lower Division Clerk (Ex-Serviceman-01)
Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024

List of Eligible Applicants:

S/N	Form No
1	CUN329

S/N	Form No
2	CUN448

S/N	Form No
3	CUN771

List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN363	Less than 35 wpm speed in English Typing.
2	CUN494	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
3	CUN613	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.

Lower Division Clerk (EWS-01)
Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024

List of Eligible Applicants:

S/N	Form No
1	CUN293
2	CUN328

S/N	Form No
3	CUN335
4	CUN501

S/N	Form No
5	CUN838
6	CUN971

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

S/N	Form No.	Remarks
1	CUN326	Subject to Submission of EWS Certificate as per annx. III of Employment Notification



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S/N	Form No.	Remarks
2	CUN427	Subject to Submission of UG Degree Certificate
3	CUN819	Subject to Submission of latest EWS certificate as perannx. III of Employment Notification
4	CUN870	Subject to Submission of latest EWS certificate as perannx. III of Employment Notification
5	CUN975	Subject to Submission of latest EWS Certificate as per annx. III of Employment Notification

List of Not-Eligible Applicants:

S/N	Form No.	Remarks
1	CUN115	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
2	CUN560	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.
3	CUN704	No Valid Marksheet and Degree Certificate attached
4	CUN807	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024 and no valid EWS certificate
5	CUN811	Typing Certificate not attached as mentioned in Clause 28 of Non-Teaching Employment Notification No. CUG/REC/01-2/2024-25 dated 06/06/2024.

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.

Sd/-
Registrar (Offg.)



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Annexure-I

SELECTION PROCEDURE FOR THE POST OF Lower Division Clerk (UR-2[Ex-Serviceman-1], EWS-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.**



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गुजरात केन्द्रीय विश्वविद्यालय

(भारतकी संसद के अधिनियम सं.25,2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

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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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