

Mode of Recruitment for the post of Deputy Registrar and Assistant Registrar

1. Considering the huge number of applications it is decided by the Screening Committee to conduct a Multiple Choice Questions based screening test for screening of the applications.
2. The question paper will be of 100 marks, distributed evenly amongst the syllabus topics.
3. The total duration for the examination would be one hour.
4. The examination will be conducted offline, based on OMR assessment.
5. The medium of examination will be English.
6. No marks for the screening test will be considered in the final selection. Final selection will be based on the interviews only.
7. The University shall after conducting examination, scrutinize the application in accordance with minimum eligibility criteria of the post.
8. The candidates qualifying minimum eligibility criteria, shall be called for document verification in order of merit. The number of candidates called for document verification shall ordinarily be three times the number of vacancies advertised.
9. The candidates will be considered for interview subject to fulfilment of the eligibility criteria and after successful verification of documents.
10. The University shall prepare select and wait list in order of merit and same shall be published on University's website. The waiting list shall be 50% of the posts advertised, if posts advertised are less than three, then the waiting list shall be limited to two candidates.
11. Syllabus of the written exam shall be as specified in **ANNEXURE-I** for Deputy Registrar and as specified in **ANNEXURE-II** for Assistant Registrar.

Sd/-

Registrar, GBU

ANNEXURE-I

Syllabus for the Written Test for the Post of Deputy Registrar.

Duration: 1 hours

Total Marks: 100

1. Constitution of India – Chapters: Preamble, Union and its Territory, Citizenship, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
2. General conditions of service;- Pay and related rules; Deputation & Lien; LTC Rules; Leave Rules; Management of Service Book.
3. GoI Reservation Policy.
4. New Pension Scheme, The Pension Fund Regulatory And Development Authority Act (PFRDA), 2013
5. Rules for Office procedure like maintenance of Files, Noting, Drafting etc.
6. RTI Act-2005 and Record Retention Schedules
7. National Education Policy
8. Higher Education System in India (UGC).
9. Fundamental Accounting, Income Tax including TDS, GST, Internal Audit of Central Autonomous Bodies-Role of CAG
10. GFR-2005: Procurement of Goods & Services
11. Gujarat Purchase Policy 2016
12. General English

The exam shall be objective type (Multiple choice questions).

ANNEXURE-II

Syllabus for the Written Test for the Post of Assistant Registrar.

Duration: 1 hours

Total Marks: 100

1. General Intelligence and Reasoning,
2. Numerical Aptitude,
3. General knowledge (including National History, Culture, Science, Geography and the Constitution of India), Current Affairs,
4. National Education Policy
5. Higher Education System in India (UGC)
6. Rules for Office procedure like maintenance of Files, Noting, Drafting etc.
7. Gujarat Purchase Policy 2016
8. General English (10 marks)

The exam shall be objective type (Multiple choice questions).