



# GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

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No: GUG/Estt/2026/107

Dated 13-02-2026

## NOTICE

**Subject : Selection Criteria and Syllabus for written test for the non-teaching posts of Group-C and D advertised vide Advt.no.NT-02-06/2025.**

All the candidates hereby informed that the syllabus for the written test for the following Group-C and D posts advertised vide above advertisement are as follows: -

### **For Group- C posts:-**

- (1) The syllabus shall be divided into two parts comprising—
  - (a) 75% weightage for General Awareness, Reasoning, quantitative ability, English, Hindi, and computer knowledge; and
  - (b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
- (2) **The question paper shall be of the level of senior secondary education (i.e.10+2 level/equivalent).** Provided that Hindi and English shall be of Matric Level.

Detailed syllabus for Group-C posts is at **Annexure-A**

### **For Group- D posts:-**

- (1) The syllabus shall be divided into two parts comprising—
  - (a) 75% weightage for General Awareness, Reasoning, quantitative ability, English, Hindi; and
  - (b) 25% weightage for History, Current Affairs, Literature, Geography, Environment, Culture etc. of Haryana.
- (2) **The question paper shall be of the level of secondary education (Matric level).** Provided that Hindi and English shall be of Matric Level.

Detailed syllabus for Group-D post is at **Annexure-B**

The duration of the written test for Group-C & D posts will be 02 hrs. These written tests will be conducted in **English & Hindi** language comprises of 100 MCQs (multiple choice questions) out of the prescribed syllabus available on the University website. There will be no negative marking.

The minimum qualifying marks as specified in the point-18 of General Instruction of Advt. no. NT-02-06/2025 stands revised as 50% for UR category and 40% for DSC/OSC/BCA/BCB/PwBD of Haryana. It will be mandatory to qualify the written and/or skill test (wherever applicable). The Skill test (wherever applicable) will be conducted and it shall be only of qualifying nature and no weightage shall be given in final selection.

### **Selection Criteria**

The final selection of the eligible candidates who fulfils the eligibility conditions shall be based on the merit evaluated on the basis of marks scored in written test out of max marks-100.

Deputy Registrar (Estt)  
For Registrar

Copy to;

1. Director, UCDAC for uploading on university website.
2. PS/PA to VC/Registrar (for information)

**Annexure- A**  
**(For Group- C posts)**

**General Awareness:**

Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an examinee appearing for the test. The test will include questions relating to India and neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, National/International Organizations /Institutions, Environment, Globalization, Climate, Events, General Science.

**Computer Knowledge:**

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts, Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point. Working with Internet and emails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account.

**Reasoning:**

The syllabus includes questions of both verbal and non-verbal types. Test may include questions on Semantic Analogy, Symbolic operations, Symbolic Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Observation, relationship, concepts, Venn Diagrams, Symbolic, Number Classification, Drawing inferences, Figural Classification, Punched hole pattern-folding & unfolding, Semantic Series, Figural Pattern folding and completion, number series, Embedded figures, Figural series, critical thinking, problem solving, emotional intelligence, arithmetical number series, arithmetical reasoning, Word building, Social intelligence, Coding and decoding, other sub-topics etc.

**Quantitative Ability:**

The test will cover Number System including questions on Simplification, Decimals, Fractions, Relationship between numbers. L.C.M., H.C.F., Ratio & Proportion, Percentage, roots, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Partnership business, Mixture and Allegation Time & Work, Time & Distance, Tables & Graphs, Trigonometry, basic Algebra, Geometry etc.

**English Language:**

Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, tenses, Cloze Passage, Comprehension Passage etc.

**Hindi Language:**

शब्द, अलंकार, विकारीशब्द, वाक्य, अविकारीशब्द, पद, पदबंध, मुहावरें, लाकेक्तियां, संधि, उपसर्ग, प्रत्यय, समास, पर्यायवाची, विलोम व अनेकार्थीशब्द, अयोगवाह, वाक्य शोधन, निपात (अवधारक), विरामचिन्ह, संबंधबोधक, अनेकशब्दों के लिए एक शब्द, एकार्थकशब्द, युग्मशब्द, वर्तनी (शब्द एवंवाक्य शुद्धिकरण), वर्ण, स्वर, व्यंजन, विदेशी ध्वनियों, संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया विशेषण, समुच्चय बोधक, विस्मय बोधक, वचन, लिंग, कारक, काल, तदभव-तत्सम शब्द

**General Knowledge of Haryana :**

General awareness which includes History, Literature, Geography, Economy, Civics, Polity, Environment, Art, Culture, Customs, Norms, Society, Current Affairs, Events etc. of Haryana.

**Annexure- B**  
**(for Group- D posts)**

**General Awareness:**

(i) The test will include questions relating to India and neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography.

**(15% Weightage)**

(ii) General Science (Physics, Chemistry and Biology).

**(15% Weightage)**

**Reasoning:**

Alphabetical order, series, Coding-decoding, direction and distance, order and ranking, blood relation, analogy, classification, clock, calendar, mirror image, water image, syllogism, sitting arrangement, inserting the missing characters, statement and assumption, statement and conclusion, counting figures, Non-verbal series, analogy and classification.

**(10% Weightage)**

**Quantitative Ability:**

The test will cover Number System including questions on Simplification, Decimals, Fractions, Relationship between numbers. L.C.M., H.C.F., Ratio & Proportion, Percentage, roots, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Partnership business, Mixture and Allegation, Time & Work, Time & Distance, Trigonometry, basic Algebra, Geometry.

**(15% Weightage)**

**English Language:**

English Grammar, Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, tenses.

**(10% Weightage)**

**Hindi Language:**

स्वर्ण, स्वर, व्यंजन, शब्द, संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया विशेषण, वचन, लिंग, कारक, काल, तदभव-तत्सम, शब्द, अलंकार, विकारी शब्द, अविकारी शब्द, पद, पदबंध, मुहावरे, लोकोक्तियां, संधि, उपसर्ग, प्रत्यय, समास, पर्यायवाची, विलोम व अनेकार्थी शब्द, वाक्य शोधन, विरामचिन्ह, अनेक शब्दों के लिए एक शब्द ।

**(10% Weightage)**

**General Knowledge of Haryana:**

General awareness which includes History, Literature, Geography, Economy, Civics, Polity, Environment, Art, Culture, Customs, Society, Current Affairs, Events etc. of Haryana.

**(25% weightage)**

