



GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

website: www.gurugramuniversity.ac.in

e-mail: registrar@gurugramuniversity.ac.in

No. GUG/Estt/2022/ 3460

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CORRIGENDUM

Subject : Advt. No. ENT-10/2022 published on 07.12.2022 on university website.

It is hereby notified that minimum qualifying marks of written test will be 50% (47.5% for SC/ST/PwD). Hence, the condition mentioned in the Syllabus of the posts advertised vide Advt. No. ENT-10/2022 as well as at point-9 of General Terms & Conditions of the advertisement be treated as amended.

Accordingly, the syllabus & pattern for written test (with above amendment) for the posts advertised vide Advt. no. ENT-10/2022 is attached herewith at annexure-A. This is for kind information of the all concerned.


**Deputy Registrar (Estt)
For Registrar**

Copy to :-

- Programmer, UCDA for uploading on university website.
- PA to VC/Registrar (for information).

BROAD SYLLABUS & PATTERN OF THE WRITTEN TEST FOR THE POST OF ASSISTANT

A) Computer Typing Test: This will be of qualifying nature. Separate qualifying of this test is mandatory. This typing test will be of 20 minutes consisting of a passage of 600 words in English to be typed with a minimum speed of 30 words per minutes.

- Total Time: 20 Minutes
- Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 600 words.

NOTE: Correct words copied with applicable penalties for every missing, wrong and left word shall be scored.

- The test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

B) Written Test

1. Max. Marks: **95 Marks** & 2. Time: 120 Minutes
3. There will be no negative marking for a wrong answer.
4. The written test will comprise of MCQs (multiple choice questions) and/or subjective questions. The minimum qualifying marks shall be ^{50%} ~~40%~~ ^{47.5%} (38% of SC/ST/PWD)
5. The examination will be held in English medium only.
6. The Question Paper will comprise of three sections as given below:

Section-I	General Aptitude	30 marks
Section-II	Office Procedures	30 marks
Section-III	Computer Appreciation & Applications	35 marks

Section I: Syllabus for General Aptitude

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. (Syllabus up to 12th standard as prescribed by NCERT)

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. (Syllabus up to 12th standard as prescribed by NCERT)

Unit D: Questions on Reasoning and analytical Ability

Section II: Syllabus for Office Procedures

File Management & Movements, Forms & Procedures of Communication, Drafting of communication, Security of official information & Documents, Records keeping & Management, Functioning of University System

Section III: Syllabus for Computer Appreciation & Applications

Introduction to Computers & Windows, MS office: Word Processing, Spread-Sheet, Power Point, Internet, E-mail, Use of ICT in day to day functioning.

BROAD SYLLABUS & PATTERN FOR THE WRITTEN TEST FOR THE POST OF CLERK-CUM-DEO

Following tests are to be conducted

A) Written Test	75 Marks
B) Computer Typing Test	20 Marks

(A) Written Test

1. Max. Marks: 75 Marks & 2. Time: 90 Minutes
3. There will be no negative marking for a wrong answer.
4. The written test will comprise of 75 MCQ of 1 mark each. The minimum qualifying marks shall be ~~40%~~ ^{50% (47.5%)} (38% of SC/ST/PWD)
5. The examination will be held in English medium only.
6. The Question Paper will comprise of two sections as given below:

Section-I	General Aptitude	50 marks
Section-II	Computer Appreciation & Applications	25 marks

Section I: Syllabus for General Aptitude

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. (Syllabus up to 10th standard as prescribed by NCERT)

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. (Syllabus up to 10th standard as prescribed by NCERT)

Unit D: Questions on Reasoning and analytical Ability

Section II: Syllabus for Computer Appreciation & Applications

Introduction to Computer, Introduction to Windows, Word Processing, Spread-Sheet, Power Point, Internet, www and Web Browsers, Introduction to E-mail (details are at Annexure-B).

B) Computer Typing Test:

20 Marks

Separate qualifying of this test is mandatory. This typing test will be of 20 minutes consisting of a passage of 600 words in English to be typed with a minimum speed of 30 words per minutes.

- Total Time: 20 Minutes
- Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 600 words.

NOTE: Correct words copied with applicable penalties for every missing, wrong and left word shall be scored.

- The test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)
- The minimum speed of 30 wpm will be qualifying with weight age of 0 (zero) marks. Thereafter, one mark shall be given for each completed wpm subject to a maximum of 20 marks corresponding to the speed of 50 wpm. The rounding off of the speed, if required will be carried out as per standard procedure.

BROAD SYLLABUS & PATTERN FOR WRITTEN TEST FOR THE POST OF STENO-TYPIST (ENGLISH)

This test will be in two parts: Written Test and Stenography Test

• Written Test

1. Max. Marks: 35Marks & 2. Time: 60 Minutes
3. There will be no negative marking for a wrong answer.
4. The written test will comprise of 35MCQ of 1 mark each. The minimum qualifying marks shall be ~~40%~~ ^{50%} ~~(38% for SC/ST/PwD)~~ ^{47.5%}
5. The examination will be held in English medium only.

Syllabus

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. (Syllabus up to 10th standard as prescribed by NCERT)

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. (Syllabus up to 10th standard as prescribed by NCERT)

Unit D: Questions on Reasoning and analytical Ability

• Stenography Test: 60 Marks

Separate qualifying of this test is mandatory. The candidate shall have to qualify stenography test in English at the speed of 80 wpm & transcription thereof at the speed of 20 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

First Stage:

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates. Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "SHORTHAND". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

Second stage:

In second stage of the test, candidates need to type the text that he has written within 12 minutes on computer only. Admissible Mistakes are 8% i.e. 19 words.

Marking scheme:

Every mistake accounts for 1.5 marks. Its meaning is in case of 19 mistakes, marks deducted are $1.5 \times 19 = 28.5$, So, in a text of 240 words, if five mistakes are there, then marks obtained will be $60 - 7.5 (1.5 \times 5) = 52.5$

BROAD SYLLABUS & PATTERN FOR WRITTEN TEST FOR THE POST OF LAB ASSISTANT

Written test: 95 MCQs Duration: 2 hrs No negative marking

Syllabus:

Part I: Aptitude (35 Multiple Choice Questions of 1mark each)

- Unit A General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc
- Unit B General English, covering Grammar- Prepositions, adverbs, conjunction, direct/ indirect speech, singular & plural, tenses, antonyms/synonyms etc
(Syllabus up to 10th standard as prescribed by NCERT)
- Unit C Questions on Reasoning and analytical Ability

Part II: Subject knowledge (60 Multiple Choice Questions of 1 mark each)

- Unit A General Science & Mathematics: NCRTE Syllabus of 10+2 standard.
- Unit B Lab Procedures & Good Practices, Safety Precautions, Handling & Maintenance of equipments, Preparation of SOPs for equipments, Maintenance of Lab records, Understanding of flammable & highly flammable solutions and handling procedures, Disposal of different waste.etc

This examination will be held in English medium only. *The minimum qualifying marks shall be 50% (47.5% for SC/ST/PWD)*