



GURUGRAM UNIVERSITY, GURUGRAM

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

Sector-51, Gurugram (Haryana)-122018

Notice of Advt. No. 16-2021

For Written Test for the Post of Assistant (Advt. No. 16-2021)

The schedule of written test of the candidates who qualified the Computer Type test for the post of Assistant held on 12.02.2022 result notified vide notice endst. no. GUG/Estt/2022/620-622 dated 14.02.2022, is as under:-

Name & no. of the Post	Date & Time of written	Date of downloading of Admit Card by the candidates	Centre for Written Test
Assistant- 02 (UR)	19.02.2022 at 11:00 AM	18.02.2022	Gurugram University, Mayfield Garden, Sec-51 Gurugram

NOTE:-

- Candidates are required to download their admit card from the University Website i.e. www.gurugramuniversity.in by their user id and password already generated at the time of filling of form.
- The duration of written test will be of 120 minutes. The question paper will comprise of MCQs and/or subjective questions, out of **syllabus attached herewith at annexure- 'A'** & list of computer type test qualified candidates attached at annexure- 'B'.
- There will be no negative marking for a wrong answer.
- The minimum qualifying marks in written test shall be 50%.
- The Question Paper will comprise of three sections - General Aptitude (30 marks), Office Procedures (30 marks) and Computer Appreciation & Applications (30 marks).
- For further details and important instructions, the candidates should visit the university website.
- The number of posts may be increased or decreased by the University at any stage including complete withdrawal without assigning any reason.
- No admit card will be sent to any candidate by Post/any means.
- Entry into the Centre will be allowed upto 10:00 AM. Thereafter no entry will be allowed.
- Candidate shall take necessary precautions and maintain the Physical Distancing norms to avoid the spread of pandemic Covid-19 (Corona).
- Other term & condition, if any will be announced at the time of written test.
- In case of any difficulty in downloading admit card, the candidate may send email at gugestuniv@gmail.com & gurugramuniv@gmail.com.
- Further, it is clarified that all such qualified applicants are being allowed to appear without declaring them eligible. The applicants must satisfy themselves about their eligibility, before appearing in the test.
- The eligibility as per criteria advertised is subjected to fulfilling the requisite conditions and will be established only for such candidates who qualify this written test. Merely qualifying this test will not make anyone entitled, to be considered for final merit list. Please note that no TA/DA would be admissible for appearing in test.

DEPUTY REGISTRAR (Estt)

Endst. No. GUG/Estt./2022/ 625-628

Dated: 15/2/22

A copy of the above is forwarded to the following for kind information and necessary action:-

- Deputy Registrar (IT) for uploading on the University website.
- Programmer (EDP) Cell with request to arrange to send message through SMS & E-mail to each applicant.
- OSD to VC (for kind information of the Vice-Chancellor), Gurugram University, Gurugram
- P.A/Clerk. to Registrar (for kind information of the Registrar), Gurugram University, Gurugram.

DEPUTY REGISTRAR (Estt)

ANNEXURE-A

SYLLABUS FOR THE WRITTEN TEST FOR THE POST OF ASSISTANT

Max. Marks : 90 Marks

Time : 120 minutes

1. There will be no negative marking for a wrong answer.
2. The written test will comprise of MCQs (multiple choice questions) and /or subjective questions.
3. The minimum qualifying marks shall be 50%.
4. The examination will be held in English Medium only.
5. 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	:	30 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 upto 12th standard of Haryana Board of School Education- HBSE).

Unit C : Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. (Syllabus upto 12th standard of HBSE)

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


DEPUTY REGISTRAR (ESTT)

ANNEXURE- ' B'

LIST OF CANDIDATES WHO QUALIFIED THE COMPUTER TYPE TEST HELD ON
12.02.2022 IS AS UNDER:-

S.no.	Roll No.	S.No.	Roll No.
1	570003	11	570053
2	570005	12	570055
3	570008	13	570059
4	570013	14	570064
5	570014	15	570080
6	570016	16	570084
7	570020	17	570087
8	570025	18	570089
9	570038	19	570095
10	570040	20	570096


DEPUTY REGISTRAR (ESTT)