



GURUGRAM UNIVERSITY, GURUGRAM

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

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No. GUG/Estt./2024/ 470

Dated : 18-3-24

Subject: Syllabus for written test for the non-teaching posts of Group-C advertised vide Advt. no. NT-1-15/2024.

Reference : The Advt. No. NT-1-15/2024 dt. 15.02.2024 vide which online applications for the various non-teaching posts (regular)

In continuation with the above referred advertisement, all candidates are hereby informed that the syllabus for the written test for the following non-teaching posts of Group-C advertised vide above said advertisement are as follows

S.No.	Discipline/Subject	Syllabus
1	Communication Officer	Attached at annexure- A
2	Accountant	
3	Lab. Assistant (Physics)	
4	For Daftri, Library Restorer, EBPAX Operator and Caretaker	
5	Steno-Typist (Hindi) & (English)	

Further it is informed that the Written test is the component of the selection criteria mandatory to qualify i.e. to secure a minimum of 50% marks (47.5% for SC/BC/PwBD category). As per condition laid down in the important instruction of the advertisement, all applicants will be allowed to appear in the written test without ascertaining the eligibility. Only those applicants who qualify the written test will be scrutinized for eligibility. Only eligible and test-qualified applicants will be considered for shortlisting for further process. ***There will negative marking of 0.25 for each incorrect answer.***

The schedule of written test will be notified in due course. All the applicants are advised to keep visiting University website for updates, if any.


REGISTRAR

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- I/C for uploading on the university website.

ANNEUXRE- A

Syllabus for the post of;

1. Communication Officer ;

Note :-

- Written Test :
 - a) Max. Marks : ~~95-100~~ Time : 02 hrs.
 - b) There will be **negative marking of 0.25 marks** for each incorrect answer.
 - c) The written test will comprise of 95 MCQ of 1 mark each.
 - d) The minimum qualifying marks shall be 50% (47.5% for SC/BC/PwBD).
 - e) The examination will be held in English medium only.
- General awareness about Economy and Social Structure of State of Haryana. Various development schemes of Government of Haryana.
- Salient features of Indian Constitution, fundamental rights and duties, parliament and State legislative assemblies and councils, rural development and panchayati raj system.
- Right to Education, MNREGA.
- Concept of news, news value, essential of news writing, news story structure, inverted pyramid, various types of reporting.
- Feature- Concept and meaning, special article, success story, features syndicates, Photo Journalism, pictures, selection and editing, writing captions.
- Characteristics of various media- traditional, print, electronic & new media and their role in public awareness.
- Historical development of journalism, General principals of writing for electronic media, news, portal, blogs, definition and characteristics of online media, interactivity and new media.
- Important laws relating to media- Law of Defamation, Press and Registration of Books Act, Copyright Act, Press Council Act, RTI.
- Concept of Public Relations : Concept, purpose, elements, tools and functions, publicity, propaganda, advertising, structure and working of Public Relations Departments of State Government, media planning, role of PR in crisis management.
- Organizing press conferences and tours, press briefings, VVIP visits, preparing PR campaigns.
- Proficiency in Hindi and English Language including Translation from English to Hindi & Hindi to English.

2. For Accountant ;

- Written Test :
 - a) Max. Marks : 95 Time : 02 hrs.
 - b) There will be **negative marking of 0.25 marks** for each incorrect answer.
 - c) The written test will comprise of 95 MCQ of 1 mark each.
 - d) The minimum qualifying marks shall be 50% (47.5% for SC/BC/PwBD).
 - e) The examination will be held in English medium only.
- Syllabus:

Subject	Marks (95)
General knowledge, Mathematics, Science, Reasoning History, Haryana-specific history, Geography, current affairs, Environment, literature, Civics, Culture, etc.	20
Computer terminology, Basics, MS Word software, MS Excel software, MS Powerpoint, internet, emails, web	10

browsing, Communication, uploading and downloading website information, etc.	
Subject-Specific Syllabus: Accountancy and Commerce	65

Subject –Specific syllabus: Accountancy and Commerce

Financial Accounting	Financial accounting, journal, profit, Capital and Revenue, Final Accounts, Consignment Accounts, Hire purchase and installment purchase system, Partnership account, closing the accounts, sharing ratio, Reconstitution of partnership firm, modes & accounting treatment
Microeconomics	Meaning, nature, and scope of economics, micro and macroeconomics, Theories of demand, Nature of the demand function, the elasticity of demand, Production function, Theory of costs: traditional and modern, Equilibrium of firm and industry under perfect competition, price determination under monopolistic competition
Macroeconomics	Macro Economics: concept, nature, scope, and variables; national income: concept and measurement; the circular flow of income (four core sectors); consumption function; investment function; multiplier, concepts, and importance; the principle of acceleration, Classical & Keynesian theory of income, output, and employment; income determination in a closed economy, Inflation: meaning, types, theories, causes, effects and remedial measures, Business cycle: meaning, and phases; measures for business cycles, theory of Samuels and hicks
Corporate Accounting	Accounting for share capital & debentures, Book building, concept & process; the issue of right and bonus shares; buyback of shares; redemption of preference shares; issue and redemption of debentures, Final accounts of companies (excluding computation of managerial remuneration), Amalgamation of companies, , Valuation of goodwill; valuation of shares: concepts and calculation - simple, Accounts of holding companies, relevant provisions of Accounting Standard, Accounts of insurance firms, Liquidation of companies. Accounts of banking firms.
Business Laws	Law of Contract (1872, Special contracts, Sale of Goods Act 1930, Remedies: unpaid seller and his rights, buyer's remedies; Auction sale, Consumer Protection Act 2019, Negotiable Act 1881, Indian Partnership Act, 1932, Limited Liability Partnership Act, 2008, Information Technology Act 2000, RTI Act, 2005: essential provisions.
Company Law	Company, Promotion, and incorporation of companies; promoters: legal position, duty, liability, and remuneration; company and pre-incorporation contracts; incorporation procedure, Memorandum of Association, Articles of Association, Share Capital: types, issue, and allotment of shares and debentures; share certificate and share warrant, reduction of share capital; buy-back of shares, Transfer & transmission of shares and debentures; depository system; borrowing powers and debentures, Membership in companies; Company management and administration; Directors: legal position, qualification, appointment, removal; Powers, duties & liabilities of directors; managerial remuneration; key management personnel,

	Company Secretary: Role, appointment, duties, liabilities, rights and dismissal, Meetings, winding up: meaning, modes of winding up: procedure and consequences of winding up.
COMPUTERIZED ACCOUNTING SYSTEM	Introduction: Tally, ERP9 setting up, authorization configurations, the password for the Tally Vault, security settings in Tally, ERP9, separating company data, restores, and backups, Accounting: voucher entry, budget, cost center, balance sheet, profit, and loss account, currency, debit note, credit note, interest calculation, Inventory: stock item, sales order, purchase order, delivery note, rejection out, Computerized Tax Liability Calculation, Salary Accounting, Payroll Masters, Payroll Vouchers, Overtime, Payment, Gratuity, and Advanced Payroll Transactions are all topics covered in payroll. Loan, ESI, Commission, Provident Fund, Bonus, Overtime, and Gratuity are examples of basic salaries.
ACCOUNTING AND REPORTING STANDARDS	Accounting standards, accounting standards interpretations and guidance notes on various accounting, aspects issued by ICAI and their applications; An overview of international accounting standards; International financial reporting standards, Corporate financial reporting: issues and problems with particular reference to published financial, statements; interim reporting; segment reporting and social reporting, Valuation: concept and need; valuation of tangible fixed assets; valuation of intangibles; valuation of liabilities; valuation of shares; valuation of the business, Developments in financial reporting: value-added statement, economic value added, market value added, shareholders value added.
COST ACCOUNTING	Introduction, cost concepts & classification, Materials, Inventory control, Labour, Methods of wage payment, Overheads, Methods of costing, Standard costing and variance analysis: material and labor, Cost control and cost reduction; cost audit; an overview of cost audit standards.
FINANCIAL MANAGEMENT	Financial management, financial planning, and forecasting, sources of finance, Cost of capital, Capital structure decisions: meaning and determinants of capital structure; theories of capital structure, capital budgeting decisions, working capital management
INCOME TAX	Introduction to income tax: concept, tax management, Basis of charges, Heads of income: income from salary, house property; profit and gains from business and profession, capital gains and other sources, Clubbing and aggregation of income, Provisions regarding set-off and carry forward of losses, Deductions under section 80C to 80U in computing total income, Computation of total income and tax liability of an individual and H.U.F. Computation of total income and tax liability of a Firm, Deduction of tax at source; advance payment of tax, Income tax authorities and their powers, Procedure for assessment; different types of returns, Procedure of filing e-return and revised return, Recovery and refund of tax, Penalties, and prosecutions; appeals and revision. AUDITING Introduction, types of audits, Audit process, Methods of audit work, Vouching, Audit of limited companies, Investigation: meaning, nature, procedure and objectives, investigation and due diligence, Professional ethics of auditing
GOODS AND SERVICES TAX GST:	meaning, taxable person, registration: procedure and documents required, Levy and collection of GST, Time and place of supply of goods and services, the value of taxable supply Computation of input tax credit and transfer of input tax credit tax invoice credit and debit note various returns to be filed under GST, Payment of tax including TDS, Interest Provisions on delayed payment, Offences, and penalties.
MANAGEMENT ACCOUNTING	Management reporting, Management accounting, Analysis of financial statements, ratio analysis, Cash flow, and funds flow statements, Absorption V/S variable costing, Budgeting, and budgetary control.
FUNDAMENTALS OF INSURANCE	Introduction to insurance, Contract of life insurance, Fire insurance, Marine insurance, Accident and motor insurance, Insurance intermediaries – role of agents and procedure for becoming an agent; cancellation of license; suspension/revocation/termination of agent joining; unfair practices, code of conduct

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3. For Lab. Assistant (Physics);

Written Test :

- a) Max. Marks : 95 Time : 02 hrs.
- b) There will be **negative marking of 0.25 marks** for each incorrect answer.
- c) The written test will comprise of 95 MCQ of 1 mark each.
- c) The minimum qualifying marks shall be 50% (47.5% for SC/BC/PwBD).
- d) The examination will be held in English medium only.

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 1mark each)

Unit A General Science (NCERT Syllabus upto 10+2 standard) & Mathematics (NCERT syllabus upto 10th Standard).

Unit B Lab Procedures & Good Practices, Safety Precautions, Handling & Maintenance of equipment's, Preparation of SOPs for equipment's, Maintenance of Lab records, Understanding of flammable & highly flammable solutions and handling procedures, Disposable of different waste etc.

This examination will be held in English medium only.

4. For Daftri, Library Restorer, EBPAX Operator and Caretaker :

Following tests are to be conducted;

- **Written Test :**

- a) Max. Marks : 95 Time : 02 hrs.
- b) There will be **negative marking of 0.25 marks** for each incorrect answer.
- c) The written test will comprise of 95 MCQ of 1 mark each.
- c) The minimum qualifying marks shall be 50% (47.5% for SC/BC/PwBD).
- d) 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 Section.

5. For Steno-Typist (Hindi);

The test will be in two parts: Written test and Stenography Test.

- **Written Test :**

- a) Max. Marks : 35 Marks
- b) Time : 60 Minutes
- c) There will be **negative marking of 0.25 marks** for each incorrect answer.
- d) The written test will comprise of 35 MCQ of 01 marks each. The minimum qualifying marks shall be 50%(47.5% for SC/BC/PwBD).
- e) The test 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 Hindi at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

First Stage:

A paragraph in Hindi 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 16 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 $60 - 7.5 (1.5 \times 5) = 52.5$

6. For Steno-Typist (English);

The test will be in two parts: Written test and Stenography Test.

• Written Test :

- f) Max. Marks : 35 Marks
- g) Time : 60 Minutes
- h) There will be **negative marking of 0.25 marks** for each incorrect answer.
- i) The written test will comprise of 35 MCQ of 01 marks each. The minimum qualifying marks shall be 50%(47.5% for SC/BC/PwBD).
- j) The test 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 15 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 16 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 $60 - 7.5 (1.5 \times 5) = 52.5$