SELECTION PROCESS

SCHEME OF EXAMINATION

POST: Chief Account Officer / Controller of Examination:

If university decide to shortlist the candidates for the interview the scheme of examination shall be as under:-

PHASE 1: PRIMARY EXAMINATION (WRITTEN) – 200 MARKS

Duration: 120 minutes   **Total Marks: 200**

Medium: English   **Number of Questions: 200**

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude
3)	Data Analysis & Interpretation
4)	General Awareness :- Indian Economy / Geography / Natural Resources/ Population / Government Schemes – With Special Reference to Gujarat State, Role & Functions of Various Industrial Associations of India / Gujarat (CII, ASSOCHAM, GCCI, ICC, FICCI, NASSCOM),
5)	The Constitution of India :- Preamble, Fundamental Rights and Fundamental Duties, Directive Principles of State Policy, Composition of Parliament, President of India, Governor, Judiciary, Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society, Attorney General, Panchayati Raj Institutions, Finance Commission,
6)	NITI Aayog - Role and Functions, Right to Citizen for Public Service Act, 2013 (RCPS Act), Right to Information Act, 2005 (RTI Act)
7)	Modern History of India with special reference to Gujarat State.
8)	Current Affairs: Regional / National / International Events related to Political / Economical / Sports / Education

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011 ❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in

Page **13** of **21**

9)	Professional/Technical Education: Education System in Gujarat-State Policy, Knowledge Consortium of Gujarat (KCG), Educational Problems of socially deprived classes and women, MHRD - Higher Education Institutions (IIT, NITs, IIMs, IISc, IISER, IIITMs, NITTTRs, UGC, AICTE, PCI, DEC, BCI, NCTE, INC, COA, MCI, DCI, VCI), Challenges before Higher Education, Impact of Globalization and Privatization on Indian Education, Higher Education System (Diploma, Degree, Masters, Doctorate, Vocational Education and Training (VET)), Rashtriya Uchchattar Shiksha Abhiyan (RUSA), Higher Education Ranking Agency (NBA, NAAC), Fee Regulatory Committee –Technical (FRC) - Gujarat, University Administration Systems, Professional / Technical Education as a tool of Human Resource Development, India's present status, Higher Education System and Training, Government Policy, Programs, Schemes and Challenges, Issues and efforts for solution, Propagation of Professional and Technical Education, Regulatory and Sanctioning Institutions.

PHASE 2: PERSONAL INTERVIEW (ORAL) - 100 MARKS

On the basis of merit list of Primary exam, about 15 times shortlisted candidates shall be called up for personal interview. The Score of the Primary Tests shall be used as elimination test only and it does not have any role in the final selection process.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Personal Interview (Oral)	100	100%	100
Total Marks Considered for Selection Process:				**100**

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads,
Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015.
Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in

Page **14** of **21**

SCHEME OF EXAMINATION

POST: ASSISTANT REGISTRAR / COMPUTER PROGRAMMER / NETWORK ADMINISTRATION

If university decide to shortlist the candidates for the interview the scheme of examination shall be as under:-

PHASE – 1: PRIMARY EXAMINATION (WRITTEN) – 200 MARKS

Duration: 120 minutes   **Total Marks: 200**
Medium: English   **Number of Questions: 200**

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Computer / I.C.T. Aptitude , Quantitative Aptitude & Logical Reasoning Ability
3)	General Awareness :- Indian Economy / Geography / Culture & Heritage / History / Population / Public Administration/ Government Schemes – With Special Reference to Gujarat State, MHRD - Higher Education Institutions (IIT, NITs, IIMs, IISc, IISER, IIITMs, NITTTRs, UGC, AICTE, PCI, DEC, BCI, NCTE, INC, COA, MCI, DCI, VCI), Higher Education Ranking Agency (NBA, NAAC), Fee Regulatory Committee –Technical (FRC) – Gujarat,
4)	Modern History of India with special reference to Gujarat State.
5)	The Constitution of India :- Preamble, Fundamental Rights and Fundamental Duties, Directive Principles of State Policy, Composition of Parliament, President of India, Governor, Judiciary, Provisions for Scheduled Castes, Scheduled Tribes and backward classes of the society, Attorney General, Panchayati Raj Institutions, Finance Commission, Constitutional and Statutory Bodies: Election Commission of India, Union Public Service Commission, State Public Service Commission, Central Vigilance Commission, Lokpal and Lokayukta, Central Information Commission,
6)	Right to Information Act, 2005 (RTI Act)

Winners of : *ICT Enabled University Award E-India - 2009* ❖ *Manthan Award - 2009* ❖ *GESIA Award - 2011*
❖ *Digital Learning WES - 2011 Award* ❖ *AIMS International Innovative University Award - 2013*

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in

Page **15** of **21**

7)	Current Affairs:
	Regional / National / International Events related to Political / Economical / Sports / Education

PHASE 2: PERSONAL INTERVIEW (ORAL) - 100 MARKS

On the basis of merit list of Primary exam, about 15 times shortlisted candidates shall be called up for personal interview. The Score of the Primary Tests shall be used as elimination test only and it does not have any role in the final selection process.

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for final selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Personal Interview (Oral)	100	100%	100
Total Marks Considered for Selection Process:				100

SCHEME OF EXAMINATION

POST: DATA ENTRY OPERATOR / JUNIOR CLERK / STORE KEEPER

PHASE 1: COMPETITIVE EXAMINATION (WRITTEN)

Duration: 120 minutes   **Total Marks: 200**

Medium: English   **Number of Questions: 200**

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Sr. No.	Type of Test / Topics Covered
1)	English Grammar
2)	Quantitative Aptitude
3)	Reasoning Ability (Verbal / Non-Verbal)
4)	Computer / I.C.T. Aptitude

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in

Page **16** of **21**

5)	General Awareness: Indian Economy / Geography / Modern History / Population / Public Administration/ The Constitution of India/ Government Schemes with Special Reference to Gujarat.	
6)	University Administration (UGC / AICTE / PCI / COA)	
7)	Gujarati Grammar	
8)	Current Affairs: Political / Economical / Sports / Education pertaining to Regional / National / International Events	

PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL)

On the basis of merit list of competitive exam (written), about 15 times shortlisted candidates shall be called up for PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL).

TOTAL MARKS: 100   **DURATION: 90 MINUTES**

Sr. No	Name of Test	Marks
1)	Computer Test (Word, Excel, PowerPoint) based on data provided	50
2)	Computer Typing (English Note)	25
3)	Computer Typing (Gujarati Note)	25
	TOTAL	**100**

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Competitive Test (Written) : OBJECTIVE TYPE	200	50%	50
2)	Computer Proficiency Test : (Practical)	100	50%	50
	Total Marks Considered for Selection Process:			**100**

The Final Merit on the basis of composite score of above two tests (Competitive and Practical), shall be considered for the final selection.

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

Chandkheda : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500
Ahmedabad : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in

Page **17** of **21**

SCHEME OF EXAMINATION

POST: PROJECT OFFICER / TECHNICAL ASSISTANT/ASSISTANT LIBRARIAN

PHASE-I: GENERAL & QUALIFICATION RELATED EXAMINATION (WRITTEN) - 200 MARKS

Duration: 120 minutes   **Total Marks: 200**
Medium: English   **Number of Questions: 200**

The examination would comprise 200 Multiple Choice Type Questions carrying 200 marks for 2 hours duration. With 1 Mark for Correct Answer and 0.3% Negative marking for wrong answer or attempting more than one options.

Part - 1 (GENERAL-MCQ): Marks :- 100; Total Question:- 100 ; Duration :- 60 minutes	
Sr. No.	**Type of Test / Topics Covered**
1)	English Grammar
2)	Computer / I.C.T. Aptitude
3)	General Awareness: Indian Economy / Geography / Modern History / Population / Public Administration/ The Constitution of India/ Government Schemes with Special Reference to Gujarat.
4)	Gujarati Grammar
5)	Current Affairs: Political / Economical / Sports / Education pertaining to Regional / National / International Events
Part - 2 (QUALIFICATION RELATED - OBJECTIVE) – Marks :- 100; Total Question:- 100 ; Duration :- 60 minutes	

PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL)

On the basis of merit list of competitive exam (written), about 15 times shortlisted candidates shall be called up for PHASE-2: COMPUTER PROFICIENCY TEST (PRACTICAL).

TOTAL MARKS: 100   **DURATION: 90 MINUTES**

Sr. No	Name of Test	Marks
1)	Computer Test (Word, Excel, PowerPoint) based on data provided	50
2)	Computer Typing (English Note)	25
3)	Computer Typing (Gujarati Note)	25
	TOTAL	100

SELECTION PROCESS:

The performance of the Candidate shall be evaluated on following basis for selection:

Sr. No.	Examination Type	Component Marks	Weightage (%)	Converted Total Marks for Selection
1)	Competitive Test (Written) : OBJECTIVE TYPE	200	50%	50
2)	Computer Proficiency Test : (Practical)	100	50%	50
	Total Marks Considered for Selection Process:			100

The Final Merit on the basis of composite score of above two tests (Competitive and Practical), shall be considered for the final selection.

COMMON INSTRUCTIONS AND GUIDELIENS FOR CANDIDATES:

(1)   All Written Competitive / Conventional Examinations, will be based on Multiple Choice Question (MCQ) and Optical Mark Reader (OMR).

(2)   University will decide the criteria to prepare a merit list.

(3)   Each Question will consist of 1 mark for correct answer.

(4)   There will be 0.3 negative marking for each wrong answer or selecting more than one option or left blank.

(5)   Candidates who have qualified in written exam will be called for Computer Proficiency Test / Personal Interview. From total number of vacant post, about 15 (fifteen) times candidates will be called for Computer Proficiency Test/ Practical Test/ Personal Interview as declared in the scheme of examination of each post.

(6)   For the selection of various posts, separate Merit list will be prepared for each position as declared by the university in the scheme of examination for each post.

(7)   There is no need to conduct Personal Interview for the post of Project Officer, Store Keeper, Data Entry Operator, Junior Clerk, Technical Assistant and Assistant Librarian. Only the composite merit score based on Phase -1 and Phase -2 examinations shall be used to prepare a final merit list for the selection in such posts.

Winners of : ICT Enabled University Award E-India - 2009 ❖ *Manthan Award - 2009* ❖ *GESIA Award - 2011*
❖ *Digital Learning WES - 2011 Award* ❖ *AIMS International Innovative University Award - 2013*

Chandkheda   : Nr. Campus of Vishwakarma Government Engineering College, Sabarmati - Koba Highway, Nr. Visat Three Roads, Chandkheda, Ahmedabad - 382 424. Gujarat, India Ph. : 079 - 232 67 500
Ahmedabad   : 2nd Floor, ACPC Building, L. D. College of Engineering Campus, Navrangpura, Ahmedabad, (Gujarat) India - 380 015. Phone : + 91 - 79 - 26 300 499 / 599 Fax : + 91 - 79 - 26 30 1500
Gandhinagar : K-6 Circle, E-4 Electronic Estate G.I.D.C., Nr. Goverment Polytechnic, Sector-26, Gandhinagar - 382 028 Gujarat.
e-mail : info@gtu.ac.in URL : www.gtu.ac.in

Page **19** of **21**