



# Shri Govind Guru University

(Established Vide Gujarat Act No. 24/2015)

(State Government University)

श्री गोविंद गुरु युनिवर्सिटी

(गुजरात अक्ट नं. २४/२०१५ द्वारा स्थापित)

मु. विंजोल, पो. कंकणपुर, ता. गोधरा, जि. पंचमहाल, गुजरात - ३८८७१३

## Syllabus of Screening Tests for Non-Teaching Posts 2024

### Assistant Registrar

1. General Knowledge/Awareness & Current Affairs
2. Logical Reasoning & Arithmetic Abilities
3. General Administration related to University Functioning (Various administrative departments & their responsibilities)
4. UGC Recognitions and Grants, NAAC
5. Gujarat Public Universities Act 2023
6. General Condition of Service Rules (GCSR) of Govt of Gujarat, RTI Act
7. Various Funding Agencies (Central & State) for the universities
8. Various financial aids and scholarships for the students
9. Language proficiency and Communication Skills in Gujarati & English, Grammar up to 12<sup>th</sup> Std.
10. ICT Usage Policies & Regulations, Email, Cloud Storage, ERP, Online Conferencing, MS Office, Open Office

### Assistant Accountant

1. General Knowledge/Awareness & Current Affairs
2. Logical Reasoning & Arithmetic Abilities
3. Gujarat Public Universities Act 2023, RTI Act
4. General Administration related to University Functioning (Various administrative departments & their responsibilities)
5. Tender/Bid Procedures, Govt E-Marketing (GeM) Regulations
6. Language proficiency and Communication Skills, Grammar up to 12<sup>th</sup> Standard
7. Knowledge of Banking and Online Banking
8. Accounts, Auditing & Vouching (Up to B.Com level); Accounting Registers, Budgeting
9. General Financial Rules and F.R & S.R; Govt of Gujarat Purchase Policies
10. ICT Usage Policies & Regulations, Email, Cloud Storage, ERP, Tally, MS Access, MS Office, Open Office

### Cashier

1. General Knowledge/Awareness & Current Affairs
2. Logical Reasoning & Arithmetic Abilities
3. Gujarat Public Universities Act 2023, RTI Act
4. General Administration related to University Functioning (Various administrative departments & their responsibilities)
5. Tender/Bid Procedures, Govt E-Marketing (GeM) Regulations
6. Language proficiency and Communication Skills in Gujarati & English, Grammar up to 12<sup>th</sup> Standard
7. Knowledge of Banking and Online Banking
8. Maths & Accounting (Up to 12<sup>th</sup> Std.), Different Registers used, Cash Budget
9. General Financial Rules and F.R & S.R
10. ICT Usage Policies & Regulations, Email, Cloud Storage, ERP, Tally, MS Access, MS Office, Open Office



Shri Govind Guru University

At. Vinzol, Post. Kankanpur, Ta. Godhra, Dist. Panchmahals, Gujarat - 388713



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## Senior Assistant (Senior Clerk) & Assistant (Junior Clerk)

1. General Knowledge/Awareness & Current Affairs
2. Logical Reasoning & Arithmetic Abilities
3. General Administration related to University Functioning (Various administrative departments & their responsibilities)
4. Language proficiency and Communication Skills in Gujarati & English
5. Gujarati & English Grammar up to 12<sup>th</sup> Standard.
6. Gujarat Public Universities Act 2023; RTI Act
7. Various financial aids and scholarships for the students
8. Office Procedure, Noting & Drafting, Filing & Documentation, Various Registers
9. ICT: Email, Cloud Storage, ERP, Online Conferencing
10. MS Office, Open Office

## Assistant Engineer (Civil)

1. General Knowledge/Awareness; Current Affairs; Logical Reasoning, Arithmetic Abilities, and Maths (Up to 12<sup>th</sup> Standard)
2. Gujarat Public Universities Act 2023
3. Tender/Bid Procedures, Govt E-Marketing (GeM) Regulations
4. Language proficiency & Communication Skills in Gujarati & English, Grammar up to 12<sup>th</sup> Std.
5. ICT, Email, Cloud Storage, Online Conferencing, MS Office, Open Office, AutoCAD, Autodesk, ERP
6. **Building Construction:** Different types of building materials; Selection criteria of building materials; Proportioning of aggregates and methods of mix design; Types of walls; Reinforced brickwork; flooring; roofs; ceiling; stairs; doors, windows; finishing; functional planning of buildings; orientation of buildings; Analysis of Rates of various types of works; Tendering Process and Contract Management,
7. **Foundation Engineering:** Types of foundations & selection criteria, bearing capacity, settlement analysis, design and testing of shallow & deep foundation, slope stability analysis, earthen embankments
8. **Structural Analysis & Design of Steel Structures:** Basic of the strength of materials, Types of stresses and strains, Bending moments and shear force, Trusses, Beams, Plane frames; Principles of Working Stress methods, Design of tension and compression members, Design of beams and beam column connections, built-up sections, Girders, Industrial roofs, and Principles of Ultimate load design.
9. **Design of Concrete and Masonry Structures:** Limit state design for bending, shear, axial compression and combined forces; Design of beams, Slabs, Lintels, Foundations, Retaining walls, Tanks, Staircases; Principles of pre-stressed concrete design including materials and methods; Earthquake resistant design of structures; Design of Masonry Structure.
10. **Construction Practice, Planning & Management:** Construction - Planning, Equipment, Site investigation and Management including Estimation with latest project management tools and network analysis for different Types of works; Environment Clearance, Quality Control, Productivity, Operation Cost; Land acquisition; Labour safety and welfare, maintenance and repair, Electrical Layouts of Simple Buildings, Heat Ventilation and Air Conditioning, Fire Safety; Water Supply Engineering; Waste Management

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### Assistant Engineer (Electrical)

1. General Knowledge/Awareness; Current Affairs; Logical Reasoning, Arithmetic Abilities, and Maths (Up to 12<sup>th</sup> Standard)
2. Gujarat Public Universities Act 2023
3. Tender/Bid Procedures, Govt E-Marketing (GeM) Regulations
4. Language proficiency and Communication Skills in Gujarati & English, Grammar up to 12<sup>th</sup> Std.
5. ICT, Email, Cloud Storage, Online Conferencing, MS Office, Open Office, AutoCAD, Autodesk, ERP
6. **Electrical Engineering Fundamentals and Electrical Safety Regulations**  
Basic Electrical Concepts, Ohm's Law, Kirchoff's Laws, Circuit Analysis and Network Theorems, Power and Energy Calculations; Electrical Safety Measures, National and International Electrical Codes and Standards, Regulatory compliance, Awareness of environmental and sustainability regulations
7. **Electrical Machines:**  
Transformers: Construction, Operation, and Testing, DC Machines: Construction, Operation, and Maintenance, AC Machines: Induction Motors, Synchronous Motors
8. **Power Systems:**  
Power Generation: Different Types of Power Plants, Transmission and Distribution Systems, Fault Analysis, Renewable energy systems, Power flow analysis, Stability constraints, Frequency and voltage control, Monitoring, control and Power system economics, Equipment protection schemes, Digital protection
9. **Control Systems & Power Electronics:** Basics of Control Systems, Block Diagrams and Signal Flow Graphs, Feedback Systems, Stability Analysis: Power switching devices, Thyristor rectifiers, DC-DC buck converters, DC-DC boost converters, Single-phase, and three-phase voltage source Inverters
10. **Electronics and Instrumentation:**  
Analog and Digital converters, Programmable Logic devices, Sensors and Transducers, Process Control and Instrumentation



*[Handwritten Signature]*  
REGISTRAR

Shri Govind Guru University  
Vinjol, Godhra - Gujarat

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