



Sardar Patel University Vallabh Vidyanagar

Adv. No.B/S/2/4155 Dt.04/01/2021

List of Eligible Candidate's for the Written Test for Post of Deputy Registrar- SEBC

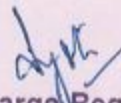
Application ID
SPU-21-01-6897
SPU-21-01-9280
SPU-21-01-6839
SPU-21-01-1952
SPU-21-01-8089

(Note : Please note that the syllabus of Deputy Registrar is attached herewith & the date of written test will be inform shortly on our University Website.)

List of Ineligible Candidates for the Post of Deputy Registrar- SEBC

Application ID	Application ID	Application ID
SPU-21-01-3885	SPU-21-01-8641	SPU-21-01-2256
SPU-21-01-3158	SPU-21-01-703	SPU-21-01-9818
SPU-21-01-3862	SPU-21-01-7873	SPU-21-01-8834
SPU-21-01-4436	SPU-21-01-185	SPU-21-01-3047
SPU-21-01-1223	SPU-21-01-3335	SPU-21-01-1331
SPU-21-01-364	SPU-21-01-8915	SPU-21-01-818
SPU-21-01-98	SPU-21-01-6808	SPU-21-01-3217
SPU-21-01-6100	SPU-21-01-6190	SPU-21-01-4176

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Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar



Syllabus for recruitment of Deputy Registrar:

Maximum Marks for Paper : 100

Duration 2 Hours

Paper – I : Objective Type questions 50 marks	
1.	General Knowledge : General Awareness
2.	Simple Arithmetic and Reasoning Ability Number System, Multiplication, Division, Number System, Factoring, Profit and Loss, Ratio, Proportion & Percentage, Time and Distance, Time and Work, Simple Interest & Compound Interest, Average
3.	English grammar, vocabulary and Comprehension Error recognition, Sentence Formation, Sentence Structure, Ordering of Sentence, one-word substitution, Active & Passive voice, Articles & prepositions, Antonyms, Synonyms, Idioms, Comprehension will include paragraphs from diverse areas and objective type questions will be asked.
4.	Computer Fundamentals Operating System, Internet, Hardware and Software, e-governance, Applications of Computers, Electronic communication, Application Software like Word Processing, Spread Sheet and Presentation, etc.
Paper – II Descriptive questions 50 marks	
1.	General Administration & Finance: Office Procedure, Service Rules, Handling Decision making during unfavorable conditions, Human Relations, Book Keeping and Auditing, General Financial Rules and Receipt & Payment Rules, Fundamental Rules and Supplementary Rules, LTC Rules, Disciplinary and Appeal Rules, Code of Conduct, Service Rules, Act / Statutes / Ordinances of Sardar Patel University National Education Policy, Statutory Act i.e. RTI 2005, Reservation Policy of the State Government. Provision about the NDCPS, GPF, CPF, Use of Management Information System in the betterment of Student Life Cycle, General understanding about the different court of law and statutory tribunals related to the Education Institutions, Student Grievance Redressal Mechanism/Woman Grievance Redressal Mechanism as per UGC or other statutory authority for the same, Record Keeping and Disposal of Record as per the statutory provision, GeM Purchase Procedure with statutory provision and role of the office bearer, Standard Purchase/Tender procedure and Manual of the Government System, Labour Laws applicable to the State University, Role and Responsibilities of the Statutory authorities of the State/Central Government i.e. UGC, AICTE, NCERT, ICCR, PCI, MCI etc. Drafting and Noting (In English & Gujarati)
Interview	50 marks

[Signature]
Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar

