



ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી, જુનાગઢ

(ગુજરાત પબ્લિક યુનિવર્સિટીઝ અધિનિયમ નં. ૧૫/૨૦૨૩)

BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

[Gujarat Public Universities Act No. 15/2023]



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અમૃત મહોત્સવ

Circular:

With reference to the Employment Notification No. BKNMU/3/2023-24 dated 11.12.2023 for various Non-Teaching Positions (System Analyst, Assistant Registrar, PS to Vice-Chancellor, Electrical Engineer, Store-Keeper, Senior Clerk, Junior Clerk and Lab Assistant), and Notification No.BKNMU/2/2024-25 dated 15.03.2024 (Deputy Registrar, Assistant Librarian, Section Officer, Junior Clerk), the examinations will be arranged shortly. The syllabus for the examinations, Pattern of Examinations, Marking Scheme etc are given below as annexure-A and Annexure-B. The schedule for the examination will be uploaded on the University website before 10 days of examination. Candidates should visit University website regularly for updates.


I/c Registrar

Ref.No.BKNMU/Rec/37/2023
Bhakta Kavi Narsinh Mehta University
Junagadh
Date: 12/06/2024

સરકારી પોલીટેકનીક કેમ્પસ,
ભક્તકવિ નરસિંહ મહેતા યુનિવર્સિટી રોડ,
ખડીયા, જુનાગઢ-૩૬૨ ૨૬૩, ગુજરાત(ભારત)
ફોન નં.૦૨૮૫-૨૬૮૧૪૦૦ / ફેક્સ નં.૦૨૮૫-૨૬૮૧૫૦૩



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BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH

SCREENING TEST FOR THE INTERVIEW

Selection through Exam for Screening and Interview

Syllabus of Screening Test for various Non-Teaching Posts

Annexure-A

SN	Post	Paper No.1		Paper-2	Remarks
		General (50 Marks) 50 MCQs	(Domain Knowledge) (50 Marks) 50 MCQs	Computer Based Skill Test/Descriptive Test (50 Marks)	Interview Marks (50) (For Eligible candidates in Screening Test)
		Duration: 120 Minutes		Duration: 90 Minutes	
1	Dy Registrar (Pay Level-11)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammar • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration Knowledge about apex bodies 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • University Administration • RTI Act • UGC Act • UGC Regulations and amendments from time to time • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and other • Gujarat Government Reservation Policy • Basic knowledge of General Financial Rules • Fellowship & Scholarship • Fundamental Rules and supplementary rules, LTC, Leave Rules, CCS(Conduct) Rules • Drafting and Noting • Basic Knowledge of Admission and Evaluation Procedures • Recruitment and Promotion Rules (Teaching and Non Teaching) 	<ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration. 	Interview of 50 marks
2	Assistant Librarian (Pay Level-10)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • General Knowledge of University Administration & Finance • UGC Act 	<ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration. 	Interview of 50 marks



		<ul style="list-style-type: none"> • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammar • Quantitative and Analytical Aptitude • Test of Reasoning • General Knowledge of University Administration & Finance • Basic Knowledge about apex bodies related to Library 	<ul style="list-style-type: none"> • UGC Regulations and amendments from time to time • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and other • Basic knowledge of General Financial Rules • Drafting and Noting • Knowledge and Application of Library and Information Science Procedures, Rules and Regulations • Knowledge of Computers with special reference to Knowledge of Library Software Packages of Word Processing, Data analyses Packages • All aspects of Library Administration • Digital Library and RFID Technology 		
3	System Analyst (Pay Level-9)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammar • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • IT related Domain Knowledge • Application Architecture • Networking • Web Designing & Programming • Server & Data Security • Software tools, techniques and designing • System Performance Modelling • Relational Database • Data Modelling, Data Handling, Data Base Management System • Fundamentals of Cloud Computing • Data analysis skills • Problem-Solving skills • National Knowledge Network, National Mission on Education through ICT, National Policy on Technology Enhanced Learning, GIAN, etc • Digitalization of university administration/Governance 	<ul style="list-style-type: none"> • Computer Based Skill Test on IT related domain knowledge. • Official Drafting and Noting of University Administration and knowledge about apex bodies. 	Interview of 50 marks

4	Asst. Registrar (Pay Level-9)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammar • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • University Administration • RTI Act • UGC Act • UGC Regulations and amendments from time to time • New Education Policy with a special focus on Higher Education • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and otherwise • Gujarat Govt. Reservation Policy • New Pension Scheme 	<ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration and knowledge about apex bodies. 	Interview of 50 marks
5	P.S.to Vice Chancellor (Pay Level-8)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammar • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • University Administration • RTI Act • UGC Act • UGC Regulations and amendments from time to time • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and otherwise • Gujarat Govt. Reservation Policy • Communication Skills: Written & Digital 	<p style="text-align: center;">(50 Marks)</p> <ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration and knowledge about apex bodies. • The Computer based typing speed test (English & Gujarati Typing): 35 w.p.m. (Minimum) 	Interview of 50 marks



6	Section Officer (Pay Level-8)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammer • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration • Knowledge about apex bodies 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • University Administration • RTI Act • UGC Act • UGC Regulations and amendments from time to time • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and otherwise • Gujarat Govt. Reservation Policy • Basic knowledge of General Financial Rules • Fellowship & Scholarship • Fundamental Rules and supplementary rules, LTC, Leave Rules, CCS(Conduct) Rules • Drafting and Noting • Basic Knowledge of Admission and Evaluation Procedures • Recruitment and Promotion Rules (Teaching and Non-Teaching) 	<ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration. 	Interview of 50 marks
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Rules and Regulations:

1. The examination of Paper-1 (Written-MCQ Based Test) would comprise of Multiple-Choice Type Questions.
2. There will be 100 marks (one mark for each MCQ) for Paper-1 out of which candidate has to secure 50 marks.
3. The examination of Paper-2 (Computer Based Skill Test/Descriptive Test) would comprise of various topic mentioned in the syllabus.
4. The paper-2 will be consisting of 50 marks out of which the candidate has to secure 25 marks.
5. The candidate has to secure 75 minimum marks (50 marks in paper-1 and 25 marks in Paper-2) to be provisionally eligible for Interview.
6. The selection of a candidate will be based on interview marks only. In interview, the candidates will be evaluated out of 50 marks based on Assessment of domain knowledge (30 Marks) and Interview performance/communication skill (20 Marks).
7. The candidate who secured maximum marks in interview will be selected.





BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH
SCREENING CUM SELECTION TEST

Syllabus of Various Non-Teaching Posts

Selection through Exam only

Annexure-B

Type of Test		Written (MCQ Based Test) (100 Marks) 100 MCQs		Computer Based Skill Test/ Descriptive Test (50 Marks)
SN	Post	Paper No.1: General (50 Marks) 50 MCQs	Paper No.1: Domain Knowledge (50 Marks) 50 MCQs	Paper-2: Computer Based Skill Test/Descriptive Test (50 Marks)
		Duration: 120 Minutes		Duration: 90 Minutes
1	Electrical Engineer (Pay Level-7)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammer • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • Electrical based domain knowledge • Electrical Circuits • Electrical Measurements • Electrical Control System • Analog and Digital Electronics • Electrical Machines • Power Systems • Utilization • Power Electronics and Drives • Green Building and Green Audit Concepts • Knowledge of alternative source of energy • Generator and related peripherals • Procurement procedures and rules • PWD manual rules • Knowledge of accounts, audit rules and rules regarding recording certificates • Tendering, e-tendering, global tendering processes • Drafting of MoUs and Technical Terms, Specifications and Conditions 	<ul style="list-style-type: none"> • Computer Based Skill Test on Electrical related domain knowledge. • Official Drafting and Noting of University Administration • The Computer based typing speed test (English & Gujarati Typing): 35 w.p.m. (Minimum)
2	Store Keeper (Pay Level-5)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat 	<ul style="list-style-type: none"> • Knowledge of computer • Environmental Hazards: Safety precautions related to Chemicals and other petroleum/other products storage. 	<ul style="list-style-type: none"> • Computer Based Skill Test • Official Drafting and Noting of University Administration • Preparation of Purchase orders; contracts, tender etc.

		<ul style="list-style-type: none"> • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammer • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • Safety precautions: Electrical safety, Fire safety, causes of fire at store, and precaution against fire, types of fire extinguisher. • First aids, Artificial Respiration. • Objectives, Importance, Functions and Essentials of good store keeping. • Duties, responsibilities & qualities of a good storekeeper. • Goods Received note, Goods Inspection Report, Goods returned Note, Materials Debit Note, invoice, invoice stamp. • Purchase policy • Purchase procurement and maintenance of store 	<ul style="list-style-type: none"> • The Computer based typing speed test (English & Gujarati Typing): 35 w.p.m.(Minimum)
3	Sr. Clerk (Pay Level-4)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammer • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • University Administration • RTI Act • UGC Act • UGC Regulations and amendments from time to time • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and otherwise • Gujarat Govt. Reservation Policy 	<ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration. • The Computer based typing speed test (English & Gujarati Typing): 35 w.p.m.(Minimum)
4	Jr.Clerk (Pay Level-2)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammer 	<ul style="list-style-type: none"> • Common Public University ACT-2023 • Gujarat Civil Service Rules (GCSR) • Model University Statutes and Ordinances • University Administration • RTI Act • UGC Act • UGC Regulations and amendments from time to time • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and otherwise 	<ul style="list-style-type: none"> • Computer Based Skill Test on ICT • Official Drafting and Noting of University Administration. • The Computer based typing speed test (English & Gujarati Typing): 35 w.p.m.(Minimum)





		<ul style="list-style-type: none"> • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • Gujarat Govt. Reservation Policy 	
5	Lab.Asst. (Pay Level-2)	<ul style="list-style-type: none"> • Constitution of India • Current Affairs • Basic Knowledge of Computer • General Science and Technology • History and Geography of Gujarat • Art and Culture of Gujarat • Gujarati Language and Literature • Environmental Issues • Disaster Management • English and Gujarati Grammer • Quantitative and Analytical Aptitude • Test of Reasoning • University Administration and knowledge about apex bodies 	<ul style="list-style-type: none"> • General Science (Physics, Chemistry, Biology, Botany, Zoology, Microbiology, Mathematics) related domain knowledge and Laboratory based knowledge. • University Administration • Gujarat Purchase Policy • Procurement of Equipment and Services on GeM and otherwise • Lab equipments and chemicals • Stock Register, Dead Stock Register, Issue Register. • Writ off policy and procedure 	<ul style="list-style-type: none"> • Computer Based Skill Test on General Science (Physics, Chemistry, Biology, Botany, Zoology, Microbiology, Mathematics) and Laboratory and laboratory practical based knowledge. • Basic Computer Knowledge • Official Drafting and Noting of University Administration. • The Computer based typing speed test (English & Gujarati Typing): 35 w.p.m.(Minimum)

Rules and Regulations:

1. The examination of Paper-1 (Written-MCQ Based Test) would comprise of Multiple-Choice Type Questions.
2. There will be 100 MCQs (one mark for each MCQ) for Paper-1 out of which candidate has to secure 50 marks.
3. The examination of Paper-2 (Computer Based Skill Test/Descriptive Test) would comprise of various topic mentioned in the syllabus.
4. The paper-2 will be consisting of 50 marks out of which the candidate has to secure 25 marks.
5. The candidate has to secure the 75 minimum marks (50 marks in paper-1 and 25 marks in Paper-2) to be provisionally eligible.
6. The candidate who secures maximum marks will be selected provisionally on condition of verification of documents.
7. In case of tie, the candidate who obtained more marks in skill test/written test of 50 marks will be selected.